

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

**April 10, 2019**

**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.*
- 

**5:00 p.m.      Call to Order**

**ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION**

1. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): One case
2. Employee Discipline, Dismissal, Release
3. Chancellor Evaluation

**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**

19-4-1            Approval of the Minutes of the Regular Meeting of March 27, 2019

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

**NEW BUSINESS**

19-4-1A            Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel

**STUDY SESSION**

19-4-1C            Review and Discussion of Colleges' Accreditation Process

19-4-2C            Review and Discussion of Board Roles and Responsibilities in Colleges' Accreditation

**STATEMENTS FROM BOARD MEMBERS**

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

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

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

**ADJOURNMENT**

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
March 27, 2019, San Mateo, CA**

**The meeting was called to order at 4:00 p.m.**

**Board Members Present:** President Maurice Goodman, Trustee Richard Holober, Trustee Thomas A. Nuris,  
Trustee Karen Schwarz

**ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION**

President Goodman said that during Closed Session, the Board will (1) hold a conference with legal counsel regarding two cases of anticipated litigation as listed on the printed agenda, (2) consider public employee discipline, dismissal, release, and (3) consider public employment as listed on the printed agenda.

**STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY**

None

**RECESS TO CLOSED SESSION**

The Board recessed to Closed Session at 4:05 p.m.

**RECONVENE TO OPEN SESSION**

The Board reconvened to Open Session at 6:18 p.m.

**Board Members Present:** President Maurice Goodman, Trustee Richard Holober, Trustee Thomas A. Nuris, Trustee Karen Schwarz, Student Trustee Gabriela Topete Eng Goon

**Others Present:** Chancellor Ron Galatolo, Chief Financial Officer Bernata Slater, 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 ALLEGIENCE**

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

President Goodman said there were no actions to report.

**DISCUSSION OF THE ORDER OF THE AGENDA**

Trustee Holober requested that Policies 1.35 and 1.50 be removed from discussion under item 19-3-12C and be brought back at a time when all Board members are present. The Board agreed to the request.

**MINUTES**

It was moved by Vice President Schwarz and seconded by Trustee Holober to approve the minutes of the Regular Meeting of February 27, 2019. The motion carried, all members voting Aye.

**PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS**

**RECOGNITION OF WOMEN'S HISTORY MONTH (19-3-6C)**

Danielle Powell, Professor of Communication Studies at Skyline College, said women have been fighting for their rights for many years but it took until 1920 for women to win the right to vote. Women's History Month had its origins as a national celebration beginning in March 1982 as a celebration of "Women's History Week." In 1987, President Reagan proclaimed the month of March as "Women's History Month." Each year, the President must make the same proclamation. Professor Powell said progress has been made but there is still work to be done, as evidenced by the #MeToo and Time's Up movements. She said many women are fighting to make the world a safer place, including women throughout the District and at the three colleges.

Professor Powell discussed the Women's Mentoring and Leadership Academy for students at Skyline College, which was started at the suggestion of former Dean of Global Learning Programs and Services Richard Soyombo. The goal of the program is to empower and transform the lives of women to achieve personal and professional growth. Professor

Powell said that while she has a plan for each day she meets with the students, it is important to be flexible and adaptable in order to meet their needs and create safe spaces where they can thrive and grow. She said the group does identity development work because many of the women come with challenges of self-esteem. She said the District is a safe space and as such, it is crucial to listen to women when they come forward, take them seriously and do something.

Professor Powell highlighted women who participated in the “I am Her!” photo exhibition project, including an international student who transferred to Howard University but could not afford to stay and a student who is also a mother. She said student mothers are one of the most disproportionately impacted groups on the campuses and it is important to do more to support them. She said the Academy partners with the Child Development Center on campus to provide child care during meetings.

Professor Powell played a video highlighting women discussing what the Women’s Mentoring and Leadership Academy meant to them.

President Goodman thanked Professor Powell and said he has witnessed her outstanding work. He asked that those in attendance join him in Libation, a practice in African culture during which people call out the names of ancestors to give them the honor they deserve. President Goodman began by calling out the names of his mother and grandmother and others followed by calling out the names of their female ancestors.

President Goodman acknowledged President Stanback Stroud for her leadership in setting the culture that exists at Skyline College. He said that seeing her connect with the young women in the program is magical, as she allows them to see her vulnerability. He said that this in turn affords them the opportunity to make connections with other young women in the program.

President Goodman said the District is a leader in terms of women in leadership positions. He said three of the seven members of the Chancellor’s Cabinet are women, along with two of the three college presidents, nine of the eleven vice presidents and thirteen of the twenty-four deans.

President Goodman said that in recognition of Women’s History Month, the following individuals are being honored for their commitment to students, the District and the community and are being celebrated for their many personal and professional achievements and contributions:

Katie Bliss, Project Change Coordinator, College of San Mateo  
 Eloisa Briones, Vice President, Administrative Services, Skyline College  
 Rika Fabina, Associate Professor of Sociology, Skyline College  
 Hyla Lacefield, Professor and Academic Senate President, Cañada College  
 Karen Schwarz, Trustee  
 Finausina “Fi” Tovo, MANA Program Coordinator and Instructor, College of San Mateo

The honorees who were present were given certificates in recognition of their many professional and personal achievements.

Vice President Schwarz thanked Professor Powell for her presentation and said she admires what she is doing for young women at Skyline College. She said she is honored to be recognized and stand with the others who were honored.

Trustee Nuris said it has come to his attention that the awards presented at this meeting and at the last meeting were inspired by President Goodman. On behalf of the Board, he thanked President Goodman for raising to a new level the recognition of people with whom they work and thanked him for his thoughtfulness and leadership.

**CONTEMPORARY CONVERSATION REGARDING RACE, CLASS, GENDER, PRIVILEGE AND EQUITY (19-3-7C)**

President Goodman said the topic at this meeting will be the issue of the college admissions scandal, including the role of race and privilege, the shock of those with privilege getting caught, the consequences of actions and the fragility of those with privilege. He said the discussion will also include reasons for evaluating the District’s processes, policies and procedures. He said there is a need to review the District’s operations to identify and remove those things that limit access and progression. President Goodman said the new state funding formula set up a structure that could easily cause such a scandal to happen in community colleges. He said the scandal further reinforces that the system for progressing to

a four-year college or university is rigged. He said it causes a review of the concept of self-created false meritocracy whereby things that define merit are arbitrarily constructed, such as GPA. He said these false measures create a system of conflict and gaming.

President Goodman said the District's goal is to have students get in, get through and get out in time, enabling them to transfer. He said programs such as MANA at College of San Mateo have had great success but said he is concerned about what happens when the students move on to a four-year institution. He said it was brought to his attention that some students from the District's colleges and from City College transferred to the University of Hawaii at Manoa only to find that their funding was no longer guaranteed. President Goodman said he would like to discuss ways in which the District might be able to work with four-year institutions to make sure students are guaranteed what was promised and are able to continue their studies.

Trustee Nuris said that because of the ways schools are funded and the lack of adequate funding, universities have to raise money to backfill what they need to deliver education. He said they give priority to out-of-state students and students from out of the country because they pay higher tuition. He said these students take seats from California students, including those from the District's colleges. Trustee Nuris said the District's colleges are preparing students to move forward and promise to help them do so, but seats are going to others who pay higher tuition. He said this is not fair and must be addressed.

Vice President Schwarz said her first reaction upon hearing of the scandal was to think about how hard the students at the three colleges work. She said it was maddening to hear about others who were rewarded only because of class and privilege. She said it is disturbing to hear about District students who leave the colleges and get into difficult situations when they get to a four-year institution. She said it might be beneficial to provide more education and help to students in terms of pursuing scholarships so that they have funding when they transfer. She said it might also be possible to work with the Foundation to provide more scholarships to transferring students.

Student Trustee Topete Eng Goon said she believes there are things that can be done in the classroom to help. She said it is very helpful for students to learn how to advocate for themselves. She said classes that touch on equity and ethnicity are very helpful in this regard and she encouraged consideration of requiring students to take an ethnic studies course.

Trustee Holober said he would like to learn more about the situation in Hawaii. He said he would like to discuss what role the District could play in counseling students who are transferring in order to lock down things that sound like they are promised but apparently are not guaranteed. President Goodman said he was asked to attend a panel discussion with families of District students as well as those from San Francisco State regarding this matter. He said he came away from the meeting recognizing the need for pre-authorization in the conversation about funding and financial aid. He also recommended a transfer student boot camp to make sure students get the support they need as they move into a new environment without all of the supports offered at the community colleges, such as how to advocate for themselves and take advantage of the resources that are available to them. He said he would also like to discuss whether the Board can help facilitate some type of resolution to these issues that students are facing.

Fi Tovo, MANA Program Coordinator and Instructor at College of San Mateo, said she also participated in the panel discussion. She said the positive side of the situation at the University of Hawaii at Manoa is that it showcases the strength of the District. She said College of San Mateo has learning communities that teach students that if they do not say something, no one will assume that they need anything. She said that as students move from a very resourceful district, they have expectations that many students in Hawaii do not have. She said the University of Hawaii at Manoa having budget problems and wants to enroll community college students, especially those from California. Ms. Tovo said the panel emphasized the issue of retention and the need for pipelines such as those that exist at the District's three colleges. Therefore, the MANA and VASA programs, based at College of San Mateo and City College, formed a student conference panel for California transfer students to advocate for the need for a retention specialist in the University of Hawaii at Manoa's Center for Pacific Islands Studies. Conversations with the University have already been opened and are ongoing.

President Claire said the three colleges have created a culture of home and many students come back to the colleges to get help after they transfer to a four-year institution. He said one area of concern is course to course articulation. He said the colleges have articulation agreements with the UCs and CSUs but the process of course articulation takes a great deal of work. He said he believes that if one of the three colleges articulates a course with a university, students from the other two colleges should be covered as well.

Professor Powell said international students are a group that need support. She said the District has done a good job of recruiting students from all over the globe, including from African countries. She said these students are some of the highest achieving students on campus and have a strong work ethic. However, they face difficult challenges because many of their parents do not have enough money to help support them. Although they receive scholarships to cover classes, the cost of housing often makes it difficult for them to stay and to successfully transfer. District Academic Senate President Shaw said domestic non-English speaking students also struggle, with many working several jobs before coming to class. She said financial aid is simply not enough and the District must find a way to offer some relief to those who are not making enough money or are barely making it.

Skyline College student Pearl Ibeanusi said most students who transfer drop out, many because of financial difficulty, and often end up coming back to the community college. She said counselors must understand that each individual student is different and has unique needs. Counselors should be aware of what those needs are and help students to determine realistic transfer options so that they can stay in school and graduate.

President Goodman asked if there were any comments about how students have reacted to the admissions scandal, particularly in terms of feeling confident that they have a fair shot to get into a four-year university. Student Trustee Topete Eng Goon said she heard a group of students discussing the scandal and expressing outrage, especially with regard to paying for grades.

President Goodman invited Board members to submit items for discussion as the conversations on race, class, gender, privilege and equity continue.

### **STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

Skyline College President Stanback Stroud said the President's Breakfast was very successful and she was honored to have the support of the Board and Chancellor Galatolo. She presented a certificate to the Board in grateful appreciation for their support of Skyline College and their commitment to student success.

College of San Mateo President Claire said that for the second time in three consecutive years, the Honors Project publication, *Labyrinth*, has won first place in a national honors newsletter competition among all public and private universities and colleges in the nation. Student Trustee Topete Eng Goon is the Editor in Chief of the *Labyrinth*.

District Academic Senate President Shaw said the Senate held a study session on dual enrollment and AB288, at which Aaron McVean, Vice Chancellor of Educational Services and Planning, presented. President Shaw said Senate President-Elect Jeramy Wallace chaired the meeting while she was in Atlanta presenting at the TESOL (Teachers of English to Speakers of Other Languages) convention. President Shaw said she had the privilege of visiting the National Center for Civil and Human Rights in Atlanta which was a truly transformative experience. She encouraged everyone who has the opportunity to visit the Center to do so.

Sara Benchohra, Vice President of the Associated Students of Skyline College (ASSC), and Rayne Frantzen, Organization and Club Council Liaison, presented the student report. They reported that students serve on District and College governance committees, as well as task forces and operational work groups. There are currently 46 active clubs on campus. ASSC officers took part in a winter leadership retreat, at which they planned for the spring semester. Events during the semester have included three events celebrating African American Heritage Month, a Christopher Burch gallery exhibition, a Lunar New Year celebration, a Valentine's Day event, and a Feminism Panel event in honor of Women's History Month. Part II of the Student Equity and Leadership Summit was held in February and was open to students from all three colleges. The ASSC donated a total of \$15,000 to the Promise Scholar Program and President's Innovation Fund. They are increasing the amount donated to \$22,500 in 2019-20. Upcoming events will include a College Lecture Series event with Saru Jayaraman, celebration of Asian American and Pacific Islander Heritage Month, and a Day of Silence to spread awareness about the effects of the bullying and harassment of LGBTQ students. Student Trustee elections are scheduled for March 26 and 27 and the ASSC student body elections will take place from April 18 to April 30.

Vice President Schwarz said she is impressed with the amount of money donated by the ASSC and she asked how the money is raised. Amory Cariadus, Director of Student Development at Skyline College, said most of the money is raised from the student body fee

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

None

**NEW BUSINESS****APPROVAL OF PERSONNEL ITEMS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (19-3-1A)**

It was moved by Vice President Schwarz and seconded by Trustee Nuris to approve the actions in the report. Trustee Holober requested that items 5 and 6 under "Changes in Staff Allocation-District Office" be removed for further discussion. Vice President Schwarz amended the motion, removing these two items from consideration. The amended motion carried, all members voting Aye.

Trustee Holober said his remarks about the recommendations are not directed at the incumbents who hold the positions, who he holds in very high regard. He said that during his time as a trustee, he has voted without exception for every recommendation brought to a vote regarding upgrades from a particular grade or pay level to a higher grade or pay level, and a large number of these have involved administrators. He said his concern is with the increasing number of top executive level staff over the course of a number of years during which enrollment has either been stable or declining and total employment numbers have been fairly stable. Trustee Holober said he believes the positions currently at the executive level are: Chancellor; Executive Vice Chancellor (vacant but funded); Vice Chancellor, Human Resources; Vice Chancellor, Facilities Planning, Maintenance and Operations; Vice Chancellor, Auxiliary Services and Enterprise Operations; and Vice Chancellor, Educational Services and Planning. He said the Board is now being asked to add another vice chancellor position and a position with the identical grade level in the executive salary schedule. He said the question is how many top level positions are appropriate and he believes that the current level is sufficient. Trustee Holober said he believes the two incumbents in the positions at issue are doing a great job, are well compensated, and will continue to receive the increases that are available to all other administrators.

Chancellor Galatolo said the total number of administrators in the District is extremely lean, especially in comparison with other districts statewide and with the UC and CSU systems. He said the number of administrators has actually shrunk since he came to the District, from the high 70s to the low 50s. He said the District has invested in fewer base line administrators and added more top level administrators, asking them to do more and compensating them accordingly. He said he believes this economic model is more sound. In addition, Chancellor Galatolo said the duties of the current Chief of Staff position have increased to include the role of chief negotiator and other duties. He said the District tends to reward classified and other staff for an increased number of duties. Chancellor Galatolo said the position of Provost, International Education has been in place for some time. He said the only areas with an increase in enrollment have been online and international education. He said the international education program generates approximately \$10 million per year which is reinvested back into support for domestic students. He said he believes the enhancement of \$10,000 in compensation pays itself multiple times over. Chancellor Galatolo indicated that when there are future vacancies for administrative positions, those positions will be reviewed to determine their appropriate classification and compensation.

President Goodman said that while the expectation is that the vice chancellors do more, he said he wants to make sure the all employees have a good quality of life and that there is a work/life balance. He said he does not want to set the tone that the Board wants people to do more with less support and have their home life suffer in the process. He said he hopes the conversation is creating avenues for communication to ensure that this is not what the Board expects. Chancellor Galatolo said he appreciates and agrees with President Goodman's comments. He said that while the administrators work hard, he believes they handle the workload well.

Trustee Holober said Chancellor Galatolo's comments about plans regarding executive positions in the future make him more comfortable with item 5. He said he continues to not support the recommendation for item 6, based on contemplation regarding the proper level for the position.

The Board voted to approve the recommendation contained in Section E, Changes in Staff Allocation-District Office, Item 5, all members voting Aye.

The Board voted to approve the recommendation contained in Section E, Changed in Staff Allocation-District Office, Item 6, with Trustees Goodman, Nuris and Schwarz voting Aye and Trustee Holober voting No.

**APPROVAL OF CONSENT AGENDA**

President Goodman said the consent agenda consists of Board Reports 19-3-1CA and 19-3-2CA. It was moved by Vice President Schwarz and seconded by Trustee Nuris to approve the items on the consent agenda. The motion carried, all members voting Aye.

**Other Recommendations****VOTE TO ELECT MEMBERS TO THE CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT) BOARD (19-3-1B)**

It was moved by Trustee Holober and seconded by Vice President Schwarz to discuss the list of candidates and vote on a roster of candidates. After discussion, the Board voted unanimously to cast its ballot for the following candidates: Raymond Macareno, Greg Bonaccorsi, Mary Jane Sanchez and Brigitte Davila.

**ADOPTION OF RESOLUTION NO. 19-5 REGARDING BOARD ABSENCE (19-3-100B)**

It was moved by Trustee Nuris and seconded by Trustee Holober to adopt Resolution 19-5. The motion carried, with Vice President Schwarz abstaining and the remainder of the Board voting Aye.

**APPROVAL OF CONSTRUCTION CONSULTANTS (19-3-101B)**

It was moved by Trustee Holober and seconded by Trustee Nuris to approve the construction consultants as submitted. The motion carried, all members voting Aye.

**APPROVAL OF SOLE SOURCE AGREEMENT WITH STATE CHANCELLOR'S OFFICE IDENTIFIED KEY TALENT TO STEER COLLEGE OF SAN MATEO'S ENERGY, CONSTRUCTION AND UTILITIES DEPUTY SECTOR NAVIGATOR GRANT (19-3-102B)**

It was moved by Vice President Schwarz and seconded by Trustee Nuris to approve the agreement as detailed in the report. The motion carried, all members voting Aye.

**RATIFICATION OF SOLE SOURCE SERVICES AGREEMENT BETWEEN SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT AND SAN FRANCISCO STATE UNIVERSITY (19-3-103B)**

It was moved by Trustee Nuris and seconded by Vice President Schwarz to ratify the agreement as detailed in the report. The motion carried, all members voting Aye.

**ADOPTION OF RESOLUTION NO. 19-6 HONORING THOMAS AND SANDY MOHR (19-3-104B)**

It was moved by Vice President Schwarz and seconded by Trustee Nuris to adopt Resolution No. 19-6. The motion carried, all members voting Aye.

**APPROVAL OF COLLEGE OF SAN MATEO EDUCATION MASTER PLAN, 2018-2023 (19-3-105B)**

It was moved by Trustee Nuris and seconded by Vice President Schwarz to approve the Education Master Plan as submitted. Vice President Schwarz asked if there is a committee in charge of updating the Master Plan and whether there is a timeframe for doing so. President Claire said the Master Plan will be updated every year. He said the Institutional Planning Committee has the overall responsibility. He noted that priorities are tied to the District Strategic Plan. After this discussion, the motion carried, all members voting Aye.

**APPROVAL OF REVISIONS TO BOARD POLICIES: 5.10 MANAGERS: EMPLOYMENT AND REASSIGNMENT; 5.12 MANAGERS: RESPONSIBILITIES; 5.14 MANAGERS: COMPENSATION AND BENEFITS; 5.15 NON-REPRESENTED EMPLOYEES: EMPLOYMENT REQUIREMENTS; 5.20 ACADEMIC SUPERVISORS: EMPLOYMENT AND REASSIGNMENT; 5.24 ACADEMIC SUPERVISORS: COMPENSATION AND BENEFITS; 5.60 CLASSIFIED PROFESSIONAL/SUPERVISORY EMPLOYEES: EMPLOYMENT AND TRANSFER; 5.64 CONFIDENTIAL EMPLOYEES: COMPENSATION AND BENEFITS; 5.66 CONFIDENTIAL EMPLOYEES: EVALUATION (19-3-106B)**

It was moved by Vice President Schwarz and seconded by Trustee Nuris to approve the revisions as detailed in the report. The motion carried, all members voting Aye.



## **INFORMATION REPORTS**

### **STUDENT SUCCESS SCORECARD REPORT (19-3-8C)**

Dr. Aaron McVean, Vice Chancellor of Educational Services and Planning, said the scorecard report includes data from the California Community Colleges' Chancellor's Office Student Success Scorecard for the colleges of the San Mateo County Community College District and overall for the State of California. The 2018 Student Success Scorecard contains metrics for cohorts of students tracked from 2011-12 to 2016-17. He said that per Education Code Section 84754.5(d), the Student Success Scorecard is required to be presented to the Board of Trustees, separately, for each college, with minutes from the meeting submitted to the State Chancellor's Office.

Vice Chancellor McVean provided the history of the scorecard report, with the various changes in metrics and definitions through the years. He said a new set of metrics created for the State of California is being adopted as part of the Vision for Success and will be called student success metrics.

Vice Chancellor McVean said the District strategic plan metrics, which focus on the enrollment, persistence and completion of full-time, first-time students at each of the colleges, are more reflective of how students in the District are progressing.

Trustee Nuris asked if the scorecard report that is required by law is posted for public view. Vice Chancellor McVean said it is posted on the State Scorecard website and on the District website.

### **DISTRICT STRATEGIC PLAN AND METRICS UPDATE (19-3-9C)**

Vice Chancellor McVean said the District has adopted a set of metrics that are used as a scorecard to inform the efforts defined in the strategic plan focusing on student success, equity and social justice. He said the metrics are designed specifically to evaluate some of the District's most important initiatives. He said the strategic plan is scheduled to be updated and revised during the 2019-20 academic year. During the revision and update, there will be an opportunity to review the metrics, possibly adding and removing some as appropriate. Vice Chancellor McVean said a steering committee will be created to guide the update as the fall semester begins. He said he looks forward to including Board members in these efforts.

### **INTENT TO AWARD PROMISE SCHOLARS PROGRAM (PSP) REPLICATION GRANTS (19-3-10C)**

Vice Chancellor McVean said that about a year ago, the District received an award of approximately \$3 million from the State Chancellor's Office for an Innovation in Higher Education grant. The grant will fund the full replication of the Promise Scholars Program at all three colleges in the District. As part of the grant, the District will also provide technical assistance for expansion of the program to three partner colleges in the California community college system. Staff conducted an RFP process and three colleges have been selected and will participate with the District in activities beginning April 1, 2019 through June 30, 2021. The three partner colleges are Cuesta College, Pasadena City College and Lake Tahoe Community College. Vice Chancellor McVean said this provides an opportunity for the District to lead innovation and become known in the State for the work it is doing.

### **CONSIDERATION OF PROPOSAL FROM PEN TV AND DISCUSSION REGARDING BROADCASTING OF BOARD MEETINGS (19-3-11C)**

Chancellor Galatolo said Peninsula TV (PenTV) will likely lose their current location in the auditorium of the SamTrans offices in San Carlos in due time and has presented a proposal to the District to enter into a long-term lease agreement for use of the recently vacated KCSM-TV studios and offices. He said this would allow PenTV to continue their operations and would also provide educational opportunities for District students, including production of on-air and online programming and non-production roles. Chancellor Galatolo said the District is in very early conversations with PenTV to identify available space, the needs of PenTV and the District, and the economics that would be involved for both parties. He said the partnership could potentially benefit students and be an extension of the District in the community. In addition, the Board has expressed interest in discussing the broadcasting of Board meetings and the services of PenTV could be used for that purpose as well. Chancellor Galatolo said staff is seeking to determine the Board's interest in moving forward with the initiative and continuing the conversation with PenTV.

Mark Simon, Vice Chair of the Board of Directors of PenTV, said PenTV's current location somewhat prohibits its ability to build programming to be a full-service community television station. He said he believes the proposal presents an ideal opportunity for both parties to expand community outreach and in some ways to hearken back to the original educational mission of KCSM-TV as a teaching facility as well as a community based television station.

Vice President Schwarz said she is particularly interested in the opportunity for students to engage in a full range of educational experiences. She said she supports the continuation of communications between the District and PenTV.

Trustee Holober said the District normally looks at various options when considering entering into an entrepreneurial relationship. He said he would like to determine whether there are other broadcasters in the area that might have a similar interest. He said he believes this is part of doing due diligence to optimize the use of the facilities for the District's own needs as well as including a financial consideration. Therefore, Trustee Holober recommended conducting an RFP process.

Trustee Nuris said he is interested in hearing more about the potential partnership and supports continuing the conversations. He said he considered this an opening proposal and said he would also support an RFP process.

Trustee Holober said he had several comments and/or questions about the proposal:

1. The proposal includes a 25 year lease which he sees as a non-starter. Chancellor Galatolo said a 25 year term would be unlawful. He said the District typically enters into a five year agreement with a five year renewal option.
2. The proposal includes an annual fee to be paid by PenTV. Trustee Holober said he believes this should be looked at in comparison with any other interested parties. Mr. Simon noted that PenTV is the only countywide community television station.
3. The proposal includes: "Manage and maintain all KCSM-TV facilities under the direct control of PenTV." Trustee Holober said that if this includes contracting out the cleaning and repair of facilities, it would be a problem for him because he believes District bargaining unit employees should be responsible for these duties.

Trustee Holober said that in the interest of greater public access and visibility, he would like to see Board meetings broadcast and archived. He said he would consider it a plus to have this included in any proposal. Chancellor Galatolo asked if the Board wants this to be included in the RFP. President Goodman said the Board will not be able to make a decision tonight about broadcasting meetings but it should be included as an option for the Board to discuss. Vice President Schwarz said she has no interest in being televised but is open to considering options. Trustee Nuris said the transmittal of Board meetings is not a high priority for him in terms of getting bids and determining qualifications.

President Goodman said does not believe that the main motivation in this case should be monetary but rather should be the tremendous benefit that could be provided to students and the community. Therefore, his personal preference is to restrict bids to entities within San Mateo County. He recommended issuing an RFQ prior to an RFP. Trustee Holober said he has no immediate opinion about restricting bids to those within the County. Vice President Schwarz said she believes it is important to stay within the County and hopes that an RFQ would help identify potential partners. Trustee Nuris said he would support giving preference to San Mateo County and to any proposal that would enhance the student experience. He said that if there are other qualified entities that fall within these parameters, he believes it would be appropriate to consider them. Chancellor Galatolo asked for clarification about whether the RFQ should restrict bids to entities located within San Mateo County. President Goodman said Board members who are present at the meeting have expressed their thoughts and it might be advisable to have an offline conversation with Trustee Mandelkern who was not present. José Nuñez, Vice Chancellor of Facilitates Planning, Maintenance and Operations, said an RFQ can be as broad or narrow as the Board wants it to be. He said Contracts Manager Yanelly Pulido could be available to help with designing the RFQ.

Vice President Schwarz asked if there were plans by the District for use of the vacated KCSM-TV facilities and what the District might be eliminating if the facilities were turned over the PenTV. Chancellor Galatolo said there has been discussion about centralizing ITS in the location. However, he said that PenTV would have a fairly modest footprint and would not interfere with other plans.

Bridget Michelsen, Executive Director of PenTV, said she is a product of College of San Mateo, having earned an associate degree in broadcasting prior to attending San Jose State University and working at two television stations before coming to PenTV. She said the broadcasting program at College San Mateo was phenomenal and she recalls how important it was to students to be able to actually work in a studio.

President Claire said College of San Mateo has a vibrant digital media program and broadcasting is part of that program. He said he can envision a pathway to the College from Hillsdale High School, which has a robust digital media program. He said PenTV or another entity could be part of this pathway and would be supported by faculty.

**REVIEW OF BOARD POLICIES: 1.35 BOARD MEMBER CONDUCT; 1.45 AGENDAS FOR MEETINGS; 1.50 MINUTES OF MEETINGS; 1.60 RULES OF ORDER FOR BOARD MEETINGS (19-3-12C)**

Chief of Staff Mitchell Bailey said Board Policy 2.06 requires that Board policies be reviewed on a six year schedule and some are reviewed more frequently. In addition, when going through the accreditation process at the colleges, it was determined that some policies need to be reviewed. Mr. Bailey noted that two of the policies have been removed from discussion at the request of Trustee Holober and will be brought back for discussion at the next regular meeting. Of the other two policies, only minor edits are recommended for Policy 1.45 and no changes are recommended for Policy 1.60. Mr. Bailey noted that these are Board specific policies that do not apply to students, faculty or staff. He welcomed any feedback from the Board before bringing them back for consideration of approval at the next regular meeting.

**COMMUNICATIONS**

None

**STATEMENTS FROM BOARD MEMBERS**

Trustee Nuris said he has visited the three colleges. He thanked the presidents for giving him tours of the campuses and introducing him to their staff and administrative teams. Trustee Nuris said he attended the Skyline College President's breakfast. He said he was impressed with the number of community members who came to support the College and with the students who were showcased. Trustee Nuris acknowledged the College of San Mateo softball team for their 20 consecutive wins and for their No. 1 ranking in the state.

Vice President Schwarz said she attended a screening and panel discussion of the movie titled "Bias." She said the panel discussion brought to mind Student Trustee Topete Eng Goon's earlier comments about the importance of taking classes that touch on equity and ethnicity because it pointed out that the best way to address biases is to learn about other people.

Student Trustee Topete Eng Goon said the three student senates held a mixer last Friday, with approximately 30 student leaders in attendance. She said the senates are considering holding the mixer at the beginning of the fall semester in the future so that student leaders can get to know each other and plan for the year.

President Goodman asked that the meeting be adjourned in memory of the victims of the Christchurch mosque mass shooting. He said he hopes a time will come when the Board is not, meeting after meeting, having to mourn the loss of life to senseless violence. He said he also hopes that the United States will act more quickly to ban assault rifles as New Zealand has done. President Goodman thanked President Claire for always being a calming and encouraging voice to his community at College of San Mateo when these situations occur.

**ADJOURNMENT**

The meeting was adjourned by consensus at 8:52 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the April 10, 2019 meeting.

Karen Schwarz  
Vice President-Clerk

**BOARD REPORT NO. 19-4-1A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: David Feune, Director, Human Resources, 358-6775

**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)

**Cañada College**

**Adam Windham** Dean, Science & Technology Science & Technology

Reassigned from faculty (Faculty Salary Schedule (80)) into this full-time, 12-month administrative assignment (Grade AD of the Management Salary Schedule 20), effective March 12, 2019, replacing Janet Stringer who resigned.

**B. PUBLIC EMPLOYMENT**

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

**District Office**

**Colleen Bertram\*** Public Safety Office Manager/ Dispatcher Public Safety

New full-time, 12-month classified employment, effective March 25, 2019, replacing Michelle Fogarty who resigned.

**Juan Escobar\*** Project Coordinator I Facilities

New full-time, 12-month classified employment, effective March 25, 2019, replacing Lisa Roecks who was reassigned.

**Wei Jiang\*** Senior Programmer II (NP) ITS

New full-time, 12-month classified employment, effective April 14, 2019. This position was board approved on January 9, 2019.

**Skyline College****Soe Thura Hlaing\***

Web Programmer Analyst

Marketing, Communications  
& Public Relations

New full-time, 12-month classified employment, effective March 19, 2019, replacing Brian Collins who resigned.

**2. Re-Employment**

None

**C. REASSIGNMENT THROUGH THE HIRING PROCESS****District Office****Lynn Kwan**

Senior Programmer II

ITS

Reassigned from a full-time, 12-month Senior Programmer I (Grade 210S of the Classified Professional/Supervisory Salary Schedule 40) into this full-time, 12-month position at Grade 220S of the same salary schedule, effective April 1, 2019, replacing Barbara Dedo who retired.

**D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**

None

**E. CHANGES IN STAFF ALLOCATION**

None

**F. PHASE-IN RETIREMENT**

None

**G. LEAVE OF ABSENCE**

None

**H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION****1. Retirement****Cañada College****Mike Garcia**

Athletic Director

Kinesiology, Athletics, &amp; Dance

Retiring as Professor Emeritus, effective May 24, 2019 with 30 years of District service. Eligible for District retiree benefits.

**2. Post-Retirement**

None

**3. Resignation****Skyline College****Steven Trinh**

Admissions &amp; Records Assistant III

Enrollment Services

Resignation effective March 26, 2019.

**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>
Cañada College	Counseling / EOPS / CARE / CalWORKs / SparkPoint	1	02/25/2019	06/30/2019	<b>Office Assistant II:</b> This position will provide office coverage while Claudia Dorantes is on detail assignment with the STEM Center. Duties will include, but aren't limited to application intake, oversee student file and records, provide general assistance to the EOPS/CARE, CalWORK's counselor and coordinator as well as SparkPoint appointments.
College of San Mateo	ASLT/Project Change	1	04/01/2019	06/30/2019	<b>Retention Specialist:</b> This position is to ensure continued direct support for students in the Project Change program until the full-time grant funded retention specialist position is filled. We are currently in the process of submitting a request for a permanent full-time grant funded Retention Specialist position to fulfill the requirements of the California Wellness grant.

**BOARD REPORT NO. 19-4-1C**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Dr. Aaron D. McVean, Vice Chancellor, Educational Services and Planning,  
358-6803

**REVIEW AND DISCUSSION OF THE COLLEGE ACCREDITATION PROCESS**

In the Fall of 2019 the SMCCCD and its Colleges will host comprehensive external evaluation visits from September 30<sup>th</sup> to October 3<sup>rd</sup> as part of the regular cycle of evaluation by the Accrediting Commission for Community and Junior Colleges (ACCJC). ACCJC member institutions undergo a comprehensive review for reaffirmation of accreditation every seven years to determine whether they continue to meet ACCJC's expectations and are engaged in sustainable efforts to improve educational quality and institutional effectiveness.

This Study Session will include a review and discussion of the process used for each of the District's three college Institutional Self-Evaluation Reports (ISERs). There will also be a presentation of the topics for the Quality Focused Essay (QFE) for each college. The accreditation process and documents for each college can be accessed at the links below:

Cañada College: <https://canadacollege.edu/accreditation/2019timeline.php>

College of San Mateo: <http://collegeofsanmateo.edu/2019accreditation/selfstudy.asp>

Skyline College: <https://www.skylinecollege.edu/accreditation/>

**BOARD REPORT NO. 19-4-2C**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Dr. Aaron D. McVean, Vice Chancellor, Educational Services and Planning,  
358-6803

**REVIEW AND DISCUSSION OF BOARD ROLES AND REPONSIBILITIES IN  
COLLEGE ACCREDITATION**

In the Fall of 2019 the SMCCCD and its Colleges will host comprehensive external evaluation visits from September 30<sup>th</sup> to October 3<sup>rd</sup> as part of the regular cycle of evaluation by the Accrediting Commission for Community and Junior Colleges (ACCJC). ACCJC member institutions undergo a comprehensive review for reaffirmation of accreditation every seven years to determine whether they continue to meet ACCJC's expectations and are engaged in sustainable efforts to improve educational quality and institutional effectiveness.

This Study Session will include a review and discussion of Board roles in the ongoing accreditation process as outlined specifically in Standard IV.C. Dr. Stephanie Droker Senior Vice President of the ACCJC, will be present to engage the Board and answer questions. Dr. Droker joined the Commission staff in August 2016 and previously served as the vice president of educational services and accreditation liaison officer (ALO) at West Hills College Coalinga from 2012-2016. Prior to her administrative experience, Dr. Droker served as faculty of political science and interdisciplinary studies at West Hills College Lemoore where she also served as the academic senate president, curriculum committee representative, faculty lead of the college's institutional self-evaluation report, and strategic planning committee chair. As the Senior Vice President, Dr. Droker supports the Commission's Substantive Change Committee, serves as a liaison to the U.S. Department of Education, and is the staff lead for several of the Commission's initiatives.

Additional information related to Standard IV is included in this report, and can also be found at:  
<https://accjc.org/eligibility-requirements-standards-policies/#accreditation-standards>



## Standard IV: Leadership and Governance

The institution recognizes and uses the contributions of leadership throughout the organization for promoting student success, sustaining academic quality, integrity, fiscal stability, and continuous improvement of the institution. Governance roles are defined in policy and are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief executive officer. Through established governance structures, processes, and practices, the governing board, administrators, faculty, staff, and students work together for the good of the institution. In multi-college districts or systems, the roles within the district/system are clearly delineated. The multi-college district or system has policies for allocation of resources to adequately support and sustain the colleges.

### A. Decision-Making Roles and Processes

1. Institutional leaders create and encourage innovation leading to institutional excellence. They support administrators, faculty, staff, and students, no matter what their official titles, in taking initiative for improving the practices, programs, and services in which they are involved. When ideas for improvement have policy or significant institution-wide implications, systematic participative processes are used to assure effective planning and implementation.
2. The institution establishes and implements policy and procedures authorizing administrator, faculty, and staff participation in decision-making processes. The policy makes provisions for student participation and consideration of student views in those matters in which students have a direct and reasonable interest. Policy specifies the manner in which individuals bring forward ideas and work together on appropriate policy, planning, and special-purpose committees.
3. Administrators and faculty, through policy and procedures, have a substantive and clearly defined role in institutional governance and exercise a substantial voice in institutional policies, planning, and budget that relate to their areas of responsibility and expertise.
4. Faculty and academic administrators, through policy and procedures, and through well-defined structures, have responsibility for recommendations about curriculum and student learning programs and services.
5. Through its system of board and institutional governance, the institution ensures the appropriate consideration of relevant perspectives; decision-making aligned with expertise and responsibility; and timely action on institutional plans, policies, curricular change, and other key considerations.
6. The processes for decision-making and the resulting decisions are documented and widely communicated across the institution.
7. Leadership roles and the institution's governance and decision-making policies, procedures, and processes are regularly evaluated to assure their integrity and effectiveness. The institution widely communicates the results of these evaluations and uses them as the basis for improvement.

## B. Chief Executive Officer

1. The institutional chief executive officer (CEO) has primary responsibility for the quality of the institution. The CEO provides effective leadership in planning, organizing, budgeting, selecting and developing personnel, and assessing institutional effectiveness.
2. The CEO plans, oversees, and evaluates an administrative structure organized and staffed to reflect the institution's purposes, size, and complexity. The CEO delegates authority to administrators and others consistent with their responsibilities, as appropriate.
3. Through established policies and procedures, the CEO guides institutional improvement of the teaching and learning environment by:
  - establishing a collegial process that sets values, goals, and priorities;
  - ensuring the college sets institutional performance standards for student achievement;
  - ensuring that evaluation and planning rely on high quality research and analysis of external and internal conditions;
  - ensuring that educational planning is integrated with resource planning and allocation to support student achievement and learning;
  - ensuring that the allocation of resources supports and improves learning and achievement; and
  - establishing procedures to evaluate overall institutional planning and implementation efforts to achieve the mission of the institution.
4. The CEO has the primary leadership role for accreditation, ensuring that the institution meets or exceeds Eligibility Requirements, Accreditation Standards, and Commission policies at all times. Faculty, staff, and administrative leaders of the institution also have responsibility for assuring compliance with accreditation requirements.
5. The CEO assures the implementation of statutes, regulations, and governing board policies and assures that institutional practices are consistent with institutional mission and policies, including effective control of budget and expenditures.
6. The CEO works and communicates effectively with the communities served by the institution.

## C. Governing Board

1. The institution has a governing board that has authority over and responsibility for policies to assure the academic quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution. (ER 7)
2. The governing board acts as a collective entity. Once the board reaches a decision, all board members act in support of the decision.

3. The governing board adheres to a clearly defined policy for selecting and evaluating the CEO of the college and/or the district/system.
4. The governing board is an independent, policy-making body that reflects the public interest in the institution's educational quality. It advocates for and defends the institution and protects it from undue influence or political pressure. (ER 7)
5. The governing board establishes policies consistent with the college/district/system mission to ensure the quality, integrity, and improvement of student learning programs and services and the resources necessary to support them. The governing board has ultimate responsibility for educational quality, legal matters, and financial integrity and stability.
6. The institution or the governing board publishes the board bylaws and policies specifying the board's size, duties, responsibilities, structure, and operating procedures.
7. The governing board acts in a manner consistent with its policies and bylaws. The board regularly assesses its policies and bylaws for their effectiveness in fulfilling the college/district/system mission and revises them as necessary.
8. To ensure the institution is accomplishing its goals for student success, the governing board regularly reviews key indicators of student learning and achievement and institutional plans for improving academic quality.
9. The governing board has an ongoing training program for board development, including new member orientation. It has a mechanism for providing for continuity of board membership and staggered terms of office.
10. Board policies and/or bylaws clearly establish a process for board evaluation. The evaluation assesses the board's effectiveness in promoting and sustaining academic quality and institutional effectiveness. The governing board regularly evaluates its practices and performance, including full participation in board training, and makes public the results. The results are used to improve board performance, academic quality, and institutional effectiveness.
11. The governing board upholds a code of ethics and conflict of interest policy, and individual board members adhere to the code. The board has a clearly defined policy for dealing with behavior that violates its code and implements it when necessary. A majority of the board members have no employment, family, ownership, or other personal financial interest in the institution. Board member interests are disclosed and do not interfere with the impartiality of governing body members or outweigh the greater duty to secure and ensure the academic and fiscal integrity of the institution. (ER 7)
12. The governing board delegates full responsibility and authority to the CEO to implement and administer board policies without board interference and holds the CEO accountable for the operation of the district/system or college, respectively.

13. The governing board is informed about the Eligibility Requirements, the Accreditation Standards, Commission policies, accreditation processes, and the college's accredited status, and supports through policy the college's efforts to improve and excel. The board participates in evaluation of governing board roles and functions in the accreditation process.

#### **D. Multi-College Districts or Systems**

1. In multi-college districts or systems, the district/system CEO provides leadership in setting and communicating expectations of educational excellence and integrity throughout the district/system and assures support for the effective operation of the colleges. Working with the colleges, the district/system CEO establishes clearly defined roles, authority and responsibility between the colleges and the district/system.
2. The district/system CEO clearly delineates, documents, and communicates the operational responsibilities and functions of the district/system from those of the colleges and consistently adheres to this delineation in practice. The district/system CEO ensures that the colleges receive effective and adequate district/system provided services to support the colleges in achieving their missions. Where a district/system has responsibility for resources, allocation of resources, and planning, it is evaluated against the Standards, and its performance is reflected in the accredited status of the institution.
3. The district/system has a policy for allocation and reallocation of resources that are adequate to support the effective operations and sustainability of the colleges and district/system. The district/system CEO ensures effective control of expenditures.
4. The CEO of the district or system delegates full responsibility and authority to the CEOs of the colleges to implement and administer delegated district/system policies without interference and holds college CEO's accountable for the operation of the colleges.
5. District/system planning and evaluation are integrated with college planning and evaluation to improve student learning and achievement and institutional effectiveness.
6. Communication between colleges and districts/systems ensures effective operations of the colleges and should be timely, accurate, and complete in order for the colleges to make decisions effectively.
7. The district/system CEO regularly evaluates district/system and college role delineations, governance and decision-making processes to assure their integrity and effectiveness in assisting the colleges in meeting educational goals for student achievement and learning. The district/system widely communicates the results of these evaluations and uses them as the basis for improvement.