

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

**July 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 and potential or existing litigation. No more than 20 minutes will be allocated for this section of the agenda. No Board response will be made nor is Board action permitted on matters presented under this agenda topic.*
- *If a member of the public wishes to present a proposal to be included on a future Board agenda, arrangements should be made through the Chancellor's Office at least seven days in advance of the meeting. These matters will be heard under the agenda item "Presentations to the Board by Persons or Delegations." A member of the public may also write to the Board regarding District business; letters can be addressed to 3401 CSM Drive, San Mateo, CA 94402.*
- *Persons with disabilities who require auxiliary aids or services will be provided such aids with a three day notice. For further information, contact the Executive Assistant to the Board at (650) 358-6753.*
- *Regular Board meetings are tape recorded; tapes are kept for one month.*

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

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**5:00 p.m.      Call to Order**

**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): Two cases
2. Employee Discipline, Dismissal, Release

**PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY**

**RECESS TO CLOSED SESSION**

**RECONVENE TO OPEN SESSION**

**6:00 p.m.      Call to Order / Roll Call / Pledge of Allegiance**

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

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

**NEW BUSINESS**

19-7-1A      [Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

**STUDY SESSION**

19-7-1C

Overview of District Bookstore Operations

**STATEMENTS FROM BOARD MEMBERS**

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

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

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

**ADJOURNMENT**

**BOARD REPORT NO. 19-7-1A**

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)

None

**B. PUBLIC EMPLOYMENT**

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

**Cañada College**

**Erika Bojnowski\*** Instructional Aide II Academic Support & Learning Technologies

New part-time (48%), 11-month classified employment, effective June 17, 2019. Position was previously vacant.

**Lezlee Inman\*** Radiologic Technology Clinical Coordinator/Instructor Science and Technology

New Contract I status academic employment, effective August 12, 2019, replacing Jennifer Bringhurst who is resigning.

**College of San Mateo**

**Melinda Nguyen** Instructor, Nursing Math/Science

New Contract II status academic employment, effective August 12, 2019, replacing Lisa Rael who resigned.

**Angel Pilar Moreno** Instructor, Math Math/Science

New Contract I status academic employment, effective August 12, 2019. Position was previously vacant.

**District Office**

**Garrett Dang\*** Public Safety Officer (NP) Public Safety

New full-time, 12-month classified employment, effective July 22, 2019. This position was previously Board approved on October 24, 2018.

**Michael Kuchac\*** Public Safety Officer Public Safety

New full-time, 12-month classified employment, effective July 1, 2019. Position was previously vacant.

**Wilson Quintanilla\*** Maintenance Engineer Facilities

New full-time, 12-month classified employment, effective July 15, 2019. Position was previously vacant.

**2. Re-Employment**

None

**C. REASSIGNMENT THROUGH THE HIRING PROCESS**

**District Office**

**Randy Burris** Maintenance Engineer (NP) Facilities

Reassigned from a full-time, 12-month Utility Engineer (Grade DD of the Buildings and Grounds Salary Schedule 70) into this full-time position at Grade FF of the same salary schedule, effective July 1, 2019. This position was previously Board approved on March 27, 2019.

**Jose Mendoza** Maintenance Engineer (NP) Facilities

Reassigned from a full-time, 12-month Utility Engineer (Grade DD of the Buildings and Grounds Salary Schedule 70) into this full-time position at Grade FF of the same salary schedule, effective July 1, 2019. This position was previously Board approved on March 27, 2019.

**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**

None

**2. Post-Retirement**

None

**3. Resignation**

**College of San Mateo**

**Terri Wade**

Project Director  
Small Business Development Center

Business/Technology

Resignation effective June 30, 2019.

**Skyline College**

**Rachel Deliz**

Program Services Coordinator

Creative Arts/ Social Science

Resignation effective June 27, 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	President/Vice President of Instruction	1	07/01/2019	01/31/2020	<b>Staff Assistant:</b> This position will be responsible for providing ongoing support to other staff members; will perform duties such as data entry, journaling in Banner, organizing files, preparing documents, answering phones, scheduling appointments, and assisting co-workers with various projects.
Cañada College	Workforce Development	1	07/01/2019	09/30/2019	<b>Instructional Support Assistant:</b> Part time position needed to support instructional design work and support faculty design teams engaged in curricular and co-curricular integration projects; support the Learning Management System (Canvas) and provide technical support; collaborate with faculty in meeting accessibility compliance requirements for online learning and digital learning content; and support the District's evaluation design and application of instructional assessment methods/tools to demonstrate effectiveness of learning solutions. Funded through the <i>Improving Online CTE Pathways Grant Program</i> .
Cañada College	Workforce Development	1	07/01/2019	09/30/2019	<b>Instructional Technologist:</b> Need a part time position to assist in the creation of all external education materials to ensure quality deliverables; consult with Program Managers on appropriate learning solutions, conduct needs analysis, and develop support and evaluation plans; support learning solutions for multiple delivery methods including instructor-led, web-based, virtual classroom, and blended instruction; manage deliverables for content developers, media developers, third-party vendors and provide support to Program Managers; perform ongoing analysis of both our programs and market trends to ensure our initiatives remain at the front of the field; and manage the relationship and development of content with key faculty. Funded through the <i>Improving Online CTE Pathways Grant Program</i> .

College of San Mateo	Enrollment Services / Promise Scholars	1	07/11/2019	10/31/2019	<b>Retention Specialist:</b> This position will provide support for the Promise Scholars Program, cohort of 750 students, providing intentional and direct support for students to matriculate into the program and to complete the required steps to stay eligible for the program. This request is only until the Director returns from leave.
College of San Mateo	Kinesiology	40	07/01/2019	06/30/2020	<b>Assistant Coach:</b> <i>Previously Requested Position</i> These positions are needed to provide a variety of duties for all CSM athletic programs. Duties may include coaching, recruiting, film needs, record keeping, etc.
Skyline College	Child Development Center	3	08/01/2019	05/31/2020	<b>Child Development Center Aide I:</b> Regulating agencies mandate that Child Development Laboratory Center maintain required adult/child ratios when serving children birth to 5 years old. These positions are needed to operate in accordance with the regulating agencies. Will assist in the supervision of children and in the planning and implementation of curriculum.
Skyline College	Language Arts Division	2	08/01/2019	12/31/2019	<b>Shuttle Driver: ACCEL</b> <i>Previously Requested Position</i> These positions are needed for the ACCEL (adult education) program.
Skyline College	Business, Education & Professional Programs	1	07/15/2019	12/31/2019	<b>Office Assistant II:</b> Support the Business Department and Business, Education & Professional Programs (BEPP). Duties include general office support, visitor/student intake, student recruitment, data entry and other duties as assigned.

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Tom Bauer, Vice Chancellor, Auxiliary Services, 358-6782  
Jai Kumar, Cañada College Bookstore Manager, 306-3199  
Kevin Chak, Skyline College Bookstore Manager, 738-4449  
James Peacock, College of San Mateo Bookstore Manager, 574-6277

### **OVERVIEW OF DISTRICT BOOKSTORE OPERATIONS**

The District bookstores are an essential service and an integral part of the operation at each college. The team at each of the three bookstores provides indispensable services to the students, staff and faculty of the District. While the bookstores are enterprise operations, many of the services provided are done so at little or no margin. The scope of services the bookstore staff provides has grown over the years from procuring and selling books and supplies to providing a large number of services not traditionally provided by a college bookstore.

In the face of declining enrollment, eroding margins as faculty have transitioned from high cost, higher margin textbooks to electronically delivered, Inclusive Access (IA) materials, with price points well below those of traditional textbooks, (70% less in some cases), and the introduction of zero cost textbooks (ZTC), the Bookstores have struggled financially over the last three years. The transition from traditional textbooks to lower cost to no cost options responds to directives received from the Board as well as our students and faculty constituencies to provide these options.

The District bookstores have outperformed all of the other Bay 10 stores, many of them having contracted out operations years ago in the face of similar issues, because we have continued to adapt to changing market conditions over the years. The creation of the largest textbook rental program in the California Community College system over 15 years ago and the introduction of coffee and convenience stores at each college are two major shifts that kept the stores profitable while many others around us were failing. However, the expansion of low margin educational materials and providing services to the District at no margin has put the bookstores in a very difficult position financially and without a change in direction, an unsustainable one.

The intent of this study session is to familiarize the Board with some of the major changes in the operations of the bookstores over the years since 2005 when the textbook rental program was introduced and review the evolution that has taken place in how the colleges and students are served. We look to the Board for its direction on how the bookstores continue to serve the students, faculty and staff in the face of continuing financial challenges.