

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
October 24, 2007  
San Mateo, CA**

The meeting was called to order at 6:17 p.m.

**Board Members Present:** President Hausman, Vice President-Clerk Holober, Trustees Mandelkern, Miljanich and Schwarz, and Student Trustee Young

**Others Present:** Chancellor Galatolo, Executive Vice Chancellor Keller, Skyline College President Morrow, College of San Mateo President Claire, Cañada College President Mohr, and District Academic Senate President Dilko

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

President Hausman announced that Board Report No. 07-10-105B, Approval of District Participation in Kaiser/US Department of Labor Community Based Job Training Grant Proposal, is removed from the agenda for tonight's meeting.

**MINUTES**

It was moved by Trustee Mandelkern and seconded by Student Trustee Young to approve the minutes of the Study Session of the Board of October 10, 2007. The motion carried, all members voting "Aye."

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

**Teaching and Learning Series: Podcasting (07-10-2C)**

Vice Chancellor Jing Luan introduced Jim Petromilli, Liaison Officer with the District Information Technology Services. Mr. Petromilli explained that the District belongs to iTunesU, a free service through which course materials and other events can be accessed and downloaded onto a computer, iPod or MP3 player. Mr. Petromilli introduced Skyline College Art History Professor Bridget Fischer and Cañada College Math Professor Ray Lapuz, who shared information about how they incorporate podcasting into their instruction. CTL Instructor Peter Bruni was not present due to illness but provided input through the use of podcasting.

Professor Lapuz said he began to post lecture notes online with tablet PCs. With podcasting, he started to include audio as well, which allows students to re-listen to the entire lecture or any part of it. Professor Lapuz shows writing occurring over the narration, e.g., a "virtual calculator," so that students can actually see a problem being completed. Since the screens on iPods are small, it is helpful to students that podcasts can be downloaded onto a computer as well.

Professor Fischer uses podcasting in both online and in-person classes, using text and audio. Students can skip to areas they may have missed or catch up if they miss a class entirely. The podcasts are also an asset to hearing- or visually-disabled students. Professor Fischer demonstrated examples of her podcasts, including slides of French gothic architecture enhanced by music and an example of an artist talking about the creation of his work.

Peter Bruni demonstrated one way he uses podcasts for his English classes. He first presents the text of lyrics to a song, then adds audio, and finally adds video to accompany the song. A discussion then takes place concerning what the lyrics suggest to students and how the media changes the way the song is interpreted.

President Hausman thanked the presenters for their very interesting presentation.

**STATEMENTS FROM EXECUTIVES**

Executive Reports were presented by Skyline College President Morrow, College of San Mateo President Claire, Cañada College President Mohr, Executive Vice Chancellor Keller and District Academic Senate President Dilko.

Copies of the Presidents' Executive Reports were available for distribution at the meeting and are attached to the official minutes of record.

Chancellor Galatolo thanked Jim Petromilli and the other presenters for their report on podcasting. He noted that today's students are comfortable with technology and that an increasing number of faculty are using the program. He thanked the Board of Trustees for their continued support of the use of technology.

Adding to her written report, President Morrow announced publication of the Spring 2008 Class Schedule and the College Almanac; these two documents were distributed to the Board.

Adding to his written report, President Claire provided an update on a fire which occurred last week. He said it was a very minor fire in a custodial closet, caused by spontaneous combustion. He commended Helen Souranoff and Linda Davy for their prompt response to evacuate students from the area. President Claire noted that the Board received personal invitations from Music Professor Mike Galisatus for the annual "Jazz Fest" on November 16, and announced that "Roots of Latin Rock," featuring Professor Rudy Ramirez, will be held on November 14. President Claire distributed copies of the brochure titled "CSM - It's a smart place to be." President Claire asked that tonight's meeting be adjourned in honor of Ralph Lane who passed away on October 9.

Adding to his written report, President Mohr said that several hundred students gathered earlier today for Model UN Day at Cañada College. Flags from many nations were on display and students were talking and learning about other countries.

Executive Vice Chancellor Keller introduced and welcomed Mike McGrew, Director of Maintenance and Operations. Executive Vice Chancellor Keller presented a brief description of current construction projects at the Colleges and noted that ongoing construction updates will be provided to the Board. Executive Vice Chancellor Keller said the Governor signed Senate Bill 614, extending the use of the design-build process to all community college districts. In addition, the bill lowers the threshold to projects exceeding \$2 million instead of the previous \$10 million.

Academic Senate President Dilko said that faculty have been busy administering midterms, preparing for registration, and meeting with accreditation team members. A new, upgraded District Academic Senate web site has been launched, and President Dilko thanked Jasmine Witham of ITS for her assistance. The Senate is working with Vice Chancellor Luan on projects to better serve students, including concurrent enrollment, distance education, and online training. Representatives from each campus will attend the State Academic Senate Plenary Session next week. President Dilko distributed a brochure titled "What Has the Academic Senate Done for You Lately?"

Cañada College Associated Students President Juan Arias said that for the first time in many years, Cañada has a full Student Senate. He described a summer retreat in San Francisco at which Senate members worked together on team building, communication and trust. Later, in Santa Cruz, they continued to identify and prioritize goals for the coming academic year. The ASCC also received training on Title 5, the Brown Act and Robert's Rules of Order. Mr. Arias and Student Senator Emmanuel Caballero attended the Leadership Institute in Champaign, Illinois. Other ASCC activities included a barbecue and school fair to begin the academic year, attendance at a San Francisco Giants game, provision of campus tours, and today's Model UN event. Upcoming events will include a Halloween spectacular, a spring retreat, a holiday food drive, and attendance at the General Assembly in San José. There are 13 registered clubs at Cañada. The Political Awareness Club is planning activities for the upcoming election and the Pre-med Club is raising funds for Doctors without Borders.

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

None

**NEW BUSINESS**

**APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (07-10-2A)**

It was moved by Vice President Holober and seconded by Trustee Mandelkern to approve the actions in Board Report No. 07-10-2A. The motion carried, all members voting "Aye."

**ADOPTION OF RESOLUTION NO. 07-10, INCREASING THE EMPLOYER'S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT (07-10-3A)**

It was moved by Trustee Mandelkern and seconded by Trustee Schwarz to approve adoption of Resolution No. 07-10. The motion carried, all members voting "Aye."

**APPROVAL OF CONSENT AGENDA**

The Consent Agenda consists of the following Board Reports:

07-10-2CA Declaration of Surplus Property

07-10-3CA Disposition of District Records

It was moved by Trustee Miljanich and seconded by Trustee Schwarz to approve the items on the Consent Agenda. The motion carried, all members voting "Aye."

**Other Recommendations**

**APPROVAL OF DESIGN AND CONSTRUCTION CONSULTANTS (07-10-101B)**

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to approve the consultants as described in the report. The motion carried, all members voting "Aye."

**CONTRACT AWARD FOR BUILDINGS 5/6/8 CHILLED WATER LINES EXTENSION AT CAÑADA COLLEGE (07-10-102B)**

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to approve the contract award as described in the report. The motion carried, all members voting "Aye."

**APPROVAL OF AUGMENTED PAYMENT TO THE SOUTH BAY REGIONAL PUBLIC SAFETY TRAINING CONSORTIUM FOR THE 2007-08 PEACE OFFICERS TRAINING ACADEMY, COLLEGE OF SAN MATEO (07-10-103B)**

It was moved by Trustee Mandelkern and seconded by Vice President Holober to approve the augmented payment as described in the report. The motion carried, all members voting "Aye."

**ADOPTION OF RESOLUTION NO. 07-11, IN COMPLIANCE WITH NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AND CALIFORNIA STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS) REQUIREMENTS**

It was moved by Trustee Schwarz and seconded by Vice President Holober to approve adoption of Resolution No. 07-11. The motion carried, all members voting "Aye."

**INFORMATION REPORTS**

**FALL 2007 CENSUS REPORT (07-10-3C)**

Vice Chancellor Jing Luan referred to the printed report which shows increased enrollment in many segments, including day and evening students, full-time and part-time students, and non-resident students. Data on FTES will be reported at semester end. Vice President Holober asked if there is information on growth in enrollment of younger students since the implementation of the Futures Initiative. Vice Chancellor Luan responded that there

was a very positive response, with a 41.3% increase in concurrent enrollment registrations. He said that Distance Education is also growing steadily and is being closely monitored by the Distance Education Advisory Committee; a report on this program will be presented to the Board at a future meeting.

**STATEMENTS FROM BOARD MEMBERS**

Trustee Schwarz said she is not receiving copies of the Skyline College student newspaper; President Morrow said she will check on the distribution list. Trustee Schwarz attended the Arts and Olive Festival and the Trivia Bee at Cañada College. She also enjoyed a spa treatment at the Euphoria Wellness Spa in the Cosmetology Department at Skyline College. She commented that it is difficult to get an appointment at the spa because there are few students enrolled in the program. President Morrow said that the current location is not conducive to a spa atmosphere and that the new facility should help to enhance the program. She also noted that this is one area that will be included in a targeted marketing effort.

Student Trustee Young commented that the visit by the accreditation teams presented an opportunity to showcase the campuses and the outstanding faculty at each College. She thanked Cañada College Associated Students President Juan Arias and Skyline College Associated Students President Lauren Hernandez for attending tonight's meeting.

Trustee Miljanich recognized Student Trustee Young for her thoughtful comments at the earlier meeting with the accreditation team, and added that Student Trustee Young is an asset to the District.

President Hausman enjoyed the Art and Olive Festival at Cañada College.

**COMMUNICATIONS**

None

**RECESS TO CLOSED SESSION**

The Board recessed to Closed Session at 8:10 p.m.

The Board reconvened to Open Session at 8:35 p.m.

**CLOSED SESSION ACTIONS TAKEN**

President Hausman reported that, at the Closed Session just concluded, the Board considered the personnel items listed on the printed agenda and voted 5-0 to approve the actions in Board Report No. 1-A.

**ADJOURNMENT**


It was moved by Trustee Schwarz and seconded by Trustee Miljanich to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 8:37 p.m. in honor of Ralph Lane.

The next meeting of the Board will be a Regular Meeting on Tuesday, November 13, 2007 at 6:00 p.m. in the District Board Room.

Submitted by

  
Ron Galatolo  
Secretary

Approved and entered into the proceedings of the November 13, 2007 meeting.

  
Richard Holober  
Vice President-Clerk