

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
December 9, 2009  
San Mateo, CA**

**The meeting was called to order at 6:07 p.m.**

**Board Members Present:** President Karen Schwarz, Vice President-Clerk Patricia Miljanich, Trustees Helen Hausman, Richard Holober and Dave Mandelkern, and Student Trustee Virginia Medrano Rosales

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

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**MINUTES**

It was moved by Trustee Hausman and seconded by Vice President Miljanich to approve the minutes of the November 18, 2009 meeting of the Board. The motion carried, all members voting "Aye."

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

Executive Reports were presented by Chancellor Galatolo, Skyline College President Morrow, College of San Mateo President Claire, Cañada College President Mohr, District Academic Senate President Dilko, and Associated Students of Cañada College Senator Alejandra Reyna. Copies of the Presidents' Executive Reports were available for distribution at the meeting and are attached to the official minutes of record.

Chancellor Galatolo said Dr. Harry Saterfield, his friend and colleague at Foothill College, is in a coma. Dr. Saterfield's wife, Sondra Saterfield, is an instructor of Psychology at Cañada College. Chancellor Galatolo thanked Trustee Schwarz for her outstanding leadership as Board President.

President Morrow said that Skyline student Ashley Good won the Phi Theta Kappa 2009 International Essay contest for her essay on Fast Food and the Paradox of Affluence. Skyline's student newspaper, *The Skyline View*, won the General Excellence in Online Journalism award at the Journalism Association of Community Colleges NorCal Conference; Editor Helen Tran also won two awards in the on-the-spot competitions. Students from Skyline's MESA program attended the Annual Society for the Advancement of Chicanos and Native Americans in Science conference in Dallas where they presented original research and participated in professional development talks and networking workshops.

President Claire said the College of San Mateo football team will play for the State championship on December 12. Coach Bret Pollack has been named Coast Conference Coach of the Year. President Claire noted that student athletes also compete academically and cited the Writing in the Endzone collaborative learning community. On November 20, the Music Department and the Associated Students of CSM sponsored the 13<sup>th</sup> Annual Jazz Festival, featuring performances by 18 high school jazz ensembles. The current Student Success Story features Chris Phillips, who earned his associate in arts degree in broadcasting at CSM and is now a broadcast engineer at KCSM.

President Mohr discussed Cañada's new group counseling/registration model beginning this spring which will help focus limited counseling resources on continuing students while allowing new students to be helped by peers and on-line registration tools. Mike Rowe, the creator and executive producer of Discovery Channel's series *Dirty Jobs With Mike Rowe*, was at Cañada last week to shoot a national television commercial for the Ford Motor Company. President Mohr said the campus was chosen because of its natural beauty and the staff's willingness to work with

the production team. The ESL Transfer Discipline Parade introduced 165 students to various career and academic opportunities at the College.

President Dilko said faculty are engaged in discussions on budget reductions. While each College has gone about the shared governance process in ways that reflect their unique cultures, the results are that representatives from the faculty senates are contributing to analysis and recommendations at every level. Even though not all faculty support the recommendations that are the result of the process, the three Senates believe that they have made meaningful contributions to the recommendations. President Dilko said the primary role of the District Academic Senate Governance Council this fall has been one of support and collaboration. For example, Chief Financial Officer Kathy Blackwood was invited to speak about the current financial state of the District and the budget allocation model. The Foundation leadership will attend the February meeting so that Governing Council leaders will have an accurate view on how the Foundation can support their work. President Dilko reported that last month, she attended the State Academic Senate Fall Plenary in Santa Ana, along with Presidents Partlan, Hernandez and Bennett and Vice Presidents Irigoyan and Clay. President Dilko said a joint meeting is being planned between the Chancellor, the College Presidents and Vice Presidents, the Vice Chancellor of Educational Services and Planning and the District Academic Senate Governance Council. Topics will include the proposed budget reductions for 2010/2011 and discussion of Districtwide approaches to address the budget crisis.

Ms. Reyna said the Associated Students of Cañada College (ASCC) participated in a leadership training program in June, followed by a weekend retreat. Four goals were identified: (1) building community and Cañada pride; (2) promoting the ASCC and the Cañada student body to local and state representatives; (3) increasing interaction and information flow with clubs; and (4) improving communication within the ASCC. From these goals, the ASCC created the Pride Committee, the Advocacy Committee and the Clubs Committee. To start the school year, the ASCC planned Welcome Week activities and a Welcome BBQ. The ASCC sponsored a successful Haunted House for Halloween. In November, the ASCC collaborated with the Health Center to distribute flu kits to faculty, staff and students. The ASCC is participating in the ongoing Pennies for Peace program which provides educational supplies, supports literacy programs and builds schools in Afghanistan and Pakistan. Recently, the ASCC granted funding to the Library to support extended hours during finals week. Upcoming projects include addressing the issue of smoking in front of Pony Espresso; identifying ways to reduce the cost for students to ride the bus; developing an ASCC newsletter; and organizing for the March in March. Ms. Reyna said ASCC President Alma Nuñez resigned recently and Vice President Aldo Garcia has accepted the position of President.

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

Merle Cutler, Professor of English at College of San Mateo, said she has been at CSM for 28 years. She provided examples of several students who have benefitted from their education at CSM. Professor Cutler said every community college in California has suffered because of the budget problems. She cited City College of San Francisco's response, which includes a voluntary 25% pay cut for the Chancellor and a 6-7% cut for other administrators. As a result of these and other measures, the percentage of classes cut was reduced to 6.3%. Professor Cutler said City College's focus is on preserving a high quality education for students and protecting the workforce. She said that in contrast, the District has not considered pay cuts for administrators and many classes will be cut. She also said it is shameful that students will be charged a fee for the new health club and questioned why an outside contractor is needed for the club. Professor Cutler said the fact that administrators will occupy the top floor of Building 10, which has beautiful views, while EOPS is placed in the basement, shows skewed values. She said decisions being made deviate from the District's mission and show that it has lost its way.

Cañada College student Katy Rose said she is speaking to her peers as well as other groups. She said everyone must speak to each other about the bankruptcy of solutions. She said decision makers have failed those they represent and people should not be fooled into agreeing to budget cuts. Ms. Rose said submission to cuts allows the wealthy to survive while others bear the burden.

David Walters said both he and his son are students at Skyline College. Mr. Walters said institutions are under attack and it is not possible to do business as usual. He said an ad hoc committee opposed to budget cuts has been formed at Skyline and is applying for official status. Mr. Walters said people need to come together to say money is being spent wrongly; for instance, a \$2 million deficit represents two soldiers being sent to Afghanistan. Mr. Walters said staff is increasingly considering a strike.

Skyline College student Tom Wong said he is present to advocate for the DSPS program. He said he has a learning disability, dropped out of high school and was not successful in college. Mr. Wong said that when he came back to college, the DSPS program helped him a great deal. He added that DSPS students are more motivated than anyone else at community colleges.

Skyline College student Noemi Perdomo said budget cuts are affecting students who are immigrants and do not qualify to pay in-state tuition under the requirements of AB 540. She said these students become discouraged because it is more difficult for them to attend any school.

Skyline College student Michelle Araica said she addressed the Board at its last meeting regarding the Child Development Center at Skyline and has subsequently learned that the DSPS and EOPS programs are in jeopardy. She urged the Board to take time and not take any action yet. She said she is confident that with the right information the Board will do what is best for the District.

Skyline College student Fernando Gomez said he had an unsatisfactory educational experience in the past. His parents were immigrants from Mexico and did not communicate well. In addition, he did not communicate to anyone that he had a learning disability. Mr. Gomez returned to school at age 23 and was tested. The DSPS program accommodated him and taught him how to be a student. Mr. Gomez said that DSPS students are using the program and working hard.

President Schwarz said the Board appreciates the time and energy taken by the speakers to present their concerns. She said the Board learns by listening to members of the community. Trustee Holober said he also appreciates hearing from members of the community. He said that typically, students, faculty and others express what is on their minds and then leave the meeting without hearing the Board's discussion about what can be done. For instance, the Board will talk tonight about strategies to ask the public to vote to tax themselves to support the Colleges. Trustee Holober said the District cannot win unless people like tonight's speakers participate and tell their stories door-to-door. He asked everyone to work with the Board to find solutions that bring in revenue.

#### **SWEARING IN OF RE-ELECTED TRUSTEES**

Trustee Hausman was sworn in by her grandson, Sam Hausman, who is a high school junior. Trustee Hausman said Sam is a 4.0+ student and is first drummer at Menlo-Atherton High School. He has played lacrosse and other sports and has performed as a standup comedian. Trustee Hausman also introduced her husband, Arthur, along with her son, Ken, and daughter-in-law, Hillary. President Schwarz presented a certificate to Trustee Hausman and welcomed her for another term.

Trustee Holober was sworn in by his son, Reuben. Trustee Holober said Reuben is a recent graduate of the University of Washington with a degree in Communications and Political Science. Reuben took a quarter off to help in Trustee Holober's arduous campaign last year and still graduated on time. Reuben, along with his mother and brother, has also attended classes at the District's Colleges. Trustee Holober also introduced his wife, Nadia, who was sworn in as a Millbrae City Council member last night. President Schwarz presented a certificate to Trustee Holober and welcomed him back for another term.

#### **ORGANIZATION OF BOARD OF TRUSTEES**

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

President Schwarz called for nominations for President. It was moved by Trustee Hausman and seconded by Trustee Mandelkern to elect Vice President Miljanich to serve as President. The motion carried, all members voting "Aye." The gavel was turned over to President Miljanich.

President Miljanich called for nominations for Vice President-Clerk. It was moved by Trustee Holober and seconded by Trustee Hausman to elect Trustee Mandelkern to serve as Vice President-Clerk. The motion carried, all members voting "Aye."

President Miljanich called for nominations for the position of Representative of the Board to elect members to the County Committee on School District Organization. Trustee Schwarz said she would be willing to serve in this capacity. It was moved by Trustee Hausman and seconded by Trustee Holober to elect Trustee Schwarz to serve as Board Representative. The motion carried, all members voting "Aye."

It was moved by President Miljanich and seconded by Trustee Holober to reaffirm the appointment of Chancellor Galatolo as Secretary for the Board. The motion carried, all members voting "Aye."

President Miljanich said it is an honor to serve as President. She said she appreciates being part of a Board that listens to each other even though they do not always agree with each other. President Miljanich presented an award to Trustee Schwarz in appreciation of her service as President. President Miljanich said that as President, Trustee Schwarz was thoughtful, respectful, inquisitive and committed to all groups and the community. Trustee Schwarz thanked President Miljanich for her comments. She said it was a difficult year but the Board got through it by working together.

Trustee Schwarz said that as she met with Chancellor Galatolo to set agendas, she learned that individual Board members sometimes contact administrators with questions. Trustee Schwarz said that some of the responses involve detailed information which requires a lot of time for staff to prepare and she said she hopes it is agreeable to the Board that all Board members be provided with the same information. Chancellor Galatolo said staff will be made aware of this request.

Trustee Hausman said that being President during difficult times is a real test and Trustee Schwarz succeeded in an impressive manner. Trustee Hausman congratulated President Miljanich and said that everything she does, she does well.

Trustee Holober congratulated President Miljanich. He said he appreciates the role model Trustee Schwarz presented as President as she encouraged respectful dialogue. Trustee Holober said he called Trustee Schwarz quite often on some issues and she was more than willing to work with him.

Vice President Mandelkern said Trustee Schwarz was an excellent ambassador of the Board during her term as President as she spoke on behalf of the Board at many events. Vice President Mandelkern said that while the President has a point of view on issues that inspire debate and interest, Trustee Schwarz made sure she acted as President of the Board first and was careful to not carry out her personal agenda, promoting the opportunity for all Board members to have input. Vice President Mandelkern said he learned a lot from Trustee Schwarz's wisdom. He welcomed President Miljanich's leadership during what will be a difficult year.

Student Trustee Medrano Rosales said she was immediately comfortable with Trustee Schwarz and it is clear that Trustee Schwarz truly cares about students. Student Trustee Medrano Rosales also congratulated President Miljanich.

## **NEW BUSINESS**

### **APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (09-12-1A)**

It was moved by Trustee Holober and seconded by Trustee Schwarz to approve the actions in Board Report No. 09-12-1A. The motion carried, all members voting "Aye."

### **APPROVAL OF CONSENT AGENDA**

The Consent Agenda consists of the following Board Reports:

- |           |  |
|-----------|--|
| 09-12-1CA | Acceptance of Gifts by the District  |
| 09-12-2CA | Approval of Trustees' Fund for Program Improvement Projects for College of San Mateo and Skyline College |

Trustee Holober asked that item 09-12-2CA be removed from the Consent Agenda for further discussion.

It was moved by Vice President Mandelkern and seconded by Trustee Hausman to approve item 09-12-1CA on the Consent Agenda. The motion carried, all members voting "Aye."

**APPROVAL OF TRUSTEES' FUND FOR PROGRAM IMPROVEMENT PROJECTS FOR COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (09-12-2CA)**

Trustee Holober said that in the current budget crisis, anything that is not part of the core mission is subject to reductions. He suggested approving the projects presented tonight. He then recommends looking at the allocation model and how it is divided by campus. The campus which has spent the greatest percentage of its allocation would be capped and the other campuses would be allowed to spend up to the same percentage of their allocations and then be capped. Chief Financial Officer Kathy Blackwood asked if this would mean no additional monies would be allocated for 2010-11. Trustee Holober said that would be his recommendation. It was moved by Vice President Mandelkern and seconded by Trustee Hausman to accept the recommendation as amended. The motion carried, all members voting "Aye."

**Other Recommendations**

**ADOPTION OF DISTRICT ACADEMIC CALENDAR FOR 2010-11 (09-12-1B)**

It was moved by Trustee Schwarz and seconded by Trustee Hausman to approve the District Academic Calendar as presented. The motion carried, all members voting "Aye."

**REVIEW AND ADOPTION OF 2009 REAFFIRMATION OF CORE VALUES AND PRINCIPLES (09-12-2B)**

It was moved by Trustee Schwarz and seconded by Trustee Hausman to approve adoption of the Reaffirmation as presented. President Miljanich said the Board received correspondence asking them to delay voting on this item. President Miljanich said it is a primary responsibility of the Board to set policy and this statement is an affirmation of the Board's values and what they will look to as they set policy in the next year, in particular in relation to budget cuts and reorganizations. As such, it is not an item that would go through the shared governance process. However, it has been formed as a result of the Board being engaged and listening to students, staff, faculty and administration. President Miljanich noted that this item was also on the agenda for review at the November 18 meeting. Vice President Mandelkern asked if Counselor Melissa Komadina, who sent the email, is present tonight or was present at the November 18 meeting. President Dilko said she is not present. President Dilko said the District Academic Senate is not requesting that the Board not act on this item. She said the College Academic Senates have put the Reaffirmation on their agendas for discussion in order to better understand the perspective from which the Board is working.

President Mohr suggested adding language to acknowledge the extraordinary efforts of counselors and support staff who are diligently pursuing the necessary student services despite serious reductions. Vice President Mandelkern said he appreciates the commitment of student support services staff, but is reluctant to single out one group because he believes every employee group is making extraordinary efforts. Trustee Holober concurred. As a minor technical amendment, Trustee Holober suggested adding "and staff" to the first sentence on page 2, so that it reads, "Student support services and staff are also important. . ." Trustees Schwarz and Hausman accepted this amendment to their motion. The motion, as amended, carried, all members voting "Aye."

**APPROVAL OF CONSTRUCTION CONSULTANTS (09-12-100B)**

It was moved by Trustee Hausman and seconded by Trustee Holober to approve the consultants as listed in the report. Vice President Mandelkern asked if any general funds are used for these contracts. Chancellor Galatolo said no general funds are used; the funds come from bond proceeds and a modest amount of State dollars. After this discussion, the motion carried, all members voting "Aye."

**ACCEPTANCE OF GOVERNOR'S 15% WORKFORCE INVESTMENT ACT: FUNDS FOR ALLIED HEALTH PROGRAM FOR CAÑADA COLLEGE (09-12-101B)**

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

**ACCEPTANCE OF ECONOMIC STIMULUS PROGRAM FUNDS FOR PHASE II, ALLIED HEALTH PROGRAM EXPANSION FOR CAÑADA COLLEGE (09-12-102B)**

It was moved by Trustee Hausman and seconded by Vice President Mandelkern to approve the acceptance of funds as described in the report. The motion carried, all members voting "Aye."

**ACCEPTANCE OF SILICON VALLEY FOUNDATION GRANT AWARD FOR CAÑADA COLLEGE (09-12-103B)**

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

**INFORMATION ON LOCAL TAX MEASURES AND APPROVAL OF A SURVEY (09-12-104B)**

It was moved by Vice President Mandelkern and seconded by Trustee Hausman to approve the survey as described in the report. Barbara Christensen, Director of Community/Government Relations, said because of the expected \$20-25 million in cuts to the District between 2009 and 2011, coupled with the increase in enrollment, there is a possibility of classes being reduced in spring and definitely next year. Ms. Christensen reviewed three methods of raising operating revenue.

1. Parcel Tax. Details on parcel taxes are explained in the report. Funds can be used for operations, capital construction, deferred maintenance and equipment. Passage requires a two-thirds majority. Because the District's voting area is the entire County with approximately 200,000 taxable parcels, the level of taxes is low, ranging from \$20 per parcel for the District to generate \$4,000,000 to \$100 per parcel for the District to generate \$20,000,000. The District would join 12 other districts in the County which have passed parcel tax measures, as shown on page 4 of the report. Burlingame Elementary and San Mateo-Foster City Elementary School Districts plan to ask voters to approve new and/or increased parcel taxes in the spring.
2. Maintenance Assessment District (MAD). If a district establishes a MAD, funds from the assessments may be used for the maintenance or renovation of public outdoor facilities such as athletic fields, tennis courts, roadways and parking lots, as well as lighting fixtures and the cost of electricity. Funds can also be used to offset costs of staff who maintain the facilities and to purchase equipment for such maintenance. The assessment is made in conjunction with an engineer who conducts a study to see what the expenses are and what the benefit of an assessment to the parcel would be. A MAD is established through a mail ballot and can be done at any time; passage requires a simple majority positive vote of those ballots which are returned. Ms. Christensen said that if the Board decides to pursue this option further, it would be advisable to enter into a small contract with an engineer who specializes in this area and can advise what can be included in an assessment and how the parcels are taxed. Chancellor Galatolo said that while much renovation has been paid for with bond, redevelopment and State funds, most of the expense of maintaining and equipping the facilities before and after renovation has come from general support funds which could be shifted if the District successfully establishes a MAD.
3. General Obligation Bond. Passage of a general obligation bond requires a 55% positive vote. Funds can be used for facility needs and for capitalizing salaries of those people who are working on the bond or bond projects, offsetting them from the general fund. A sinking fund could also be set up to pay for replacement of equipment over a ten or twenty year period, especially computer equipment and some workforce development program equipment; these are general fund expenditures that could be offset.

Ms. Christensen said the following two methods would raise approximately \$4-8 million per year:

1. A \$30-\$40 parcel tax, requiring a two-thirds majority.
2. Establishment of a maintenance assessment district, with a \$20 assessment for \$4 million general fund offset; capitalized salaries for approximately \$1 million; and equipment costs for \$2-3 million.
3. Passage of a general obligation bond.

Ms. Christensen said the key is what a survey will reveal about what voters will support. The District has used Godbe Research before and they have been very accurate. The survey sample would be 1,200 voters and would be

stratified to test support for a parcel tax, bond or maintenance assessment district. The survey would cost approximately \$41,000.

Trustee Holoher said he believes a survey is needed. He agreed that Godbe does quality work but he would like to entertain two or three other bids in order to benefit from having competition and to learn from the presentations. After discussion, it was agreed that staff will contact firms to invite proposals and Trustee Holoher will be the Board representative to review the proposals and interview the firms along with staff. After that process, the Board will hold a special meeting to select a firm to conduct the survey.

President Miljanich said it is not yet clear whether a survey would include all three options. Vice President Mandelkern said he has reservations about including another general obligation bond because the focus would be on building rather than on the general fund issue. Vice President Mandelkern said he understands the ability to offset some expenses but believes the focus should be on measures that more directly address the general fund issue, specifically a parcel tax and potentially a maintenance assessment district. Trustee Hausman said firms will need to know which options will be included in order to prepare their proposals. Chancellor Galatolo said it is important to recognize that all three options would contribute to the general fund issue. He recommends looking at market forces and having all data available before making a decision to discount any of the options.

Trustee Holoher said he shares some of Vice President Mandelkern's doubts because he believes the District would have a credibility issue saying more facilities money is needed at a time when the news is about classroom cuts. However, he believes it is worth testing all options, especially considering the different passage rates for the options. Trustee Holoher added that pros and cons are given to voters and the District would have to explain clearly the reasons for another general obligation bond if that were the option selected. Vice President Mandelkern agreed that more information is better, but is concerned that the number of responses could become statistically insignificant given the sample size and number of variables, requiring eight different strata to test all possible combinations. Vice President Mandelkern said if all options are tested, it should be done with a large enough sample size to get meaningful data. Chancellor Galatolo said the polling firms are very professional and will base their proposals on what the District has to pay in order to have the level of confidence needed. Ms. Christensen said the District will not recommend the sample size but rather will describe what is needed in the Request for Proposal and let the bidders recommend the sample.

Trustee Schwarz said she would like to get the most information possible with the money being spent by testing every possibility to find out what is viable and what is not. She said that if a general obligation bond is selected, there are ways to explain so that the public would understand.

Regarding a maintenance assessment district, Trustee Holoher asked if, given the geographic size of the County, there is a radius of service area that could not be charged a fee because people are too far away and would not use District facilities as members of the community. Ms. Christensen said an engineer would have to study this issue. She added that it also depends on the quality of facilities and she noted that it is possible people will come further to use the District's world-class facilities.

Trustee Holoher asked if the District would lose control of its facilities because the public would have the right to use them whenever they were not being used for College purposes. Ms. Christensen said District facilities are currently open to the public when not in use by the Colleges. Chancellor Galatolo added that Attorney Tom Casey said no fundamental change would have to occur from what is currently allowed.

President Miljanich said it must be acknowledged that financial circumstances have changed and she is pleased that the Board is willing to be open to what the results of a survey might be. She said she believes testing all three options is a good idea. President Miljanich said she believes Trustees have an obligation to do something proactive to supplement funds and to do their best to explain things to the public.

President Miljanich said the recommendation before the Board is for approval of a survey; she asked if an engineering study needs to be added. Chancellor Galatolo said engineering should be added. He said the amount being requested for approval, \$41,000, can remain as is and if augmentation is needed, it can be requested at the special meeting.

Vice President Mandelkern and Trustee Hausman amended their motion to include approval of an engineering study as well as a survey of voters. The amended motion carried, all members voting "Aye."

## **INFORMATION REPORTS**

### **DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING SEPTEMBER 30, 2009 (09-12-1C)**

President Miljanich asked if there were questions regarding the report; there were none.

### **FIRST QUARTER REPORT OF AUXILIARY OPERATIONS, 2009-10 (09-12-2C)**

President Miljanich asked if there were any questions regarding the report; there were none.

### **REPORT ON THREE SKYLINE COLLEGE ART ON CAMPUS PROJECTS (09-12-3C)**

President Morrow introduced Donna Bestock, Dean of Social Science and Creative Arts and Chair of the Art on Campus Committee. Dean Bestock said three projects were chosen by the Committee. Requests for Proposals were sent out and 39 artists responded. The Committee recommended artists for each project and President Morrow accepted their recommendations. Dean Bestock showed renderings of each project:

1. Building 3 (Gymnasium): This project provides a mural on the west facing wall. John Pugh is the artist selected. The mural depicts a scene of Filipino dancing. Dean Bestock said the mural makes a statement about the College and the importance of its activities.
2. Building 4 exterior stairway wall: This project provides a surface treatment for the facing wall of the stairway leading to the roof terrace. Daniel Galvez and Jos Sances are the artists. This is a mixed media project. It will have painted tiles with a scene of the view of the ocean and student life. Dean Bestock said it incorporates both the scenic beauty of Skyline and some of the things students are involved in.
3. Building 6 (Student Center): This project will put art on the pillars near the elevator, one on the first floor and one on the second floor. Johanna Poethig is the artist. The second floor pillar is a continuation of the first floor pillar. Tile mosaics will incorporate key concepts from the Skyline Mission and Vision statements.

Vice President Mandelkern asked what the source of funding is for the projects. Chancellor Galatolo said that long ago money was put into Fund 4 for art on campus projects; these funds can be used only for capital project purposes. No general fund or bond money is used.

Trustee Hausman said she particularly like the pillars because they are aesthetically attractive and also contain important messages. Trustee Holober thanked the Committee for soliciting competition and said it was a job well done. Trustee Schwarz added that the projects all go together, including the original mural by the gallery.

### **SAN MATEO ATHLETIC CLUB: BUDGET UPDATE (09-12-4C)**

Tom Bauer, Director of Auxiliary Services, said his goal is to present the best operational model which will be in the best financial interest of the District. He said that by year 3 or 4, it is anticipated the Fitness Center will generate surpluses which will fund depreciation of equipment and could also possibly help fund other programs.

Mr. Bauer said three proposals were received in response to the Request for Proposals issued to potential operators. The proposals are competitive and thorough and are currently being evaluated. Mr. Bauer hopes to make a recommendation to the Board at its January 13 meeting. The planned opening date is April 1, allowing enough time to secure enough pre-sales, get the facilities ready for use, hire staff, etc.

Mr. Bauer said positions will include a general manager, fitness manager, operations manager, aquatics manager, group exercise coordinator, sales staff, personal trainers, group exercise instructors, pool attendants, swim instructors and student assistants. All staff will be required to have CPR and AED (automated external defibrillator) training. All staff except welcome attendants and sales staff will be required to have ACSM (American College of Sports Medicine) or related certification. All managers will have at least a Bachelor of Science degree in Exercise Science or a related field.

Sales efforts include establishment of a website; 192 people have filled out the “contact us” form printed on the website. The only advertising to date is an ad on the back of the College of San Mateo class schedule. Other sales efforts will be taking place over the holiday break. In January, a full-scale sales effort will commence, including a postcard mailer to targeted zip codes.

The following registration/initiation fees are under consideration and are open for discussion:

Individual community members:	\$200
Seniors, corporate, faculty and staff:	\$150
Students:	\$ 75

Mr. Bauer said registration and initiation fees are used for promotional purposes and are usually wholly or partially waived.

The current proposed fee structure for membership dues is:

Individual community members:	\$59/month
Seniors, corporate, faculty and staff:	\$49/month
Students:	\$39/month

These numbers are preliminary and are based on the assessment of what is needed to keep the facility financially viable. They may be adjusted after reviewing the proposals, but Mr. Bauer said they will not be any higher. Monthly fees will also be subject to a variety of promotions and discounts.

A charter membership program will take place as soon as memberships are available for sale. Charter membership rates are generally 10% off general membership rates and are good for life. There are no registration or initiation fees. Charter members may cancel their memberships. Mr. Bauer said he hopes to have a sales office opened in Building 5 in early January.

There will be no extra charge to members for group exercise classes, except for Pilates. Members will also have use of the pool at no extra charge and lanes will always be available for members. In the event of a large meet or other event, members will have use of the adaptive pool. If both pools are unavailable, members will be given clear and sufficient notice. Mr. Bauer said he is aggressively looking at having other schools and teams use the pool. The cost for renting the pool and for private swim lessons will vary by arrangement.

Mr. Bauer said he believes the Fitness Center will be best operated by a vendor partner initially. This relationship would fall under District guidelines and strict oversight. A start up venture such as this requires the expertise of professionals. It is possible that after a period of time, the District could learn enough about the business to take the operation back in house if desired. He believes the Aquatics Center could possibly be operated by the District using District staff. The recommendation will be refined after reviewing all of the proposals.

Vice President Mandelkern suggested there be a family plan option. Mr. Bauer said this is in the proposals.

Vice President Mandelkern asked if students who register for a class in the Fitness Center then have unlimited access to the Fitness Center. Mr. Bauer said they have access only during the class for which they have registered.

Vice President Mandelkern asked if the parking issue has been worked out. President Claire said it has been worked out so that there will be enough parking spaces in the Olympian Lot to accommodate staff who use the lot as well as Fitness Center and Cosmetology patrons. The cost of parking will be included in Fitness Center members' fees. There will be a fee for parking for those who use the Fitness Center on a month-to-month basis. Mr. Bauer is working with others to develop a parking permit process.

Regarding the pool, Vice President Mandelkern asked what Mr. Bauer is using as an assumption on the costs for utilities. Mr. Bauer said the estimated costs for the 50 meter pool are approximately \$300,000 per year and \$185,000 for the adaptive pool. These costs could be reduced with proper maintenance. Chancellor Galatolo added that these costs could be covered by becoming a maintenance assessment district. Trustee Holober asked if

maintenance assessment district fees can be used for maintenance without opening the pool to the public. Chancellor Galatolo said this had been investigated and that the fees could be used for maintenance.

Trustee Holober said it was made clear previously that membership fees are an item which need Board approval and must be approved before going public.

Trustee Holober said he would like to see as much discounting for student fees as possible. In order to raise funds to get started, Trustee Holober suggested looking into lifetime memberships whereby members would pay a large amount upfront and low monthly fees. Trustee Holober also asked if there is a possibility for visiting rights at other clubs. Mr. Bauer said this might be possible with one of the responders; the other two do not have clubs in the area.

Student Trustee Medrano Rosales said she also would like to see students receive as much discounting in fees as possible. She asked if there is a time period for charter membership enrollments. Mr. Bauer said charter memberships are generally offered before a club opens but it is up to the District to determine when to offer them.

Vice President Mandelkern asked if use of the track and tennis courts will be included in memberships. Chancellor Galatolo said that these facilities are currently open to the community. He said the District sees itself as a community-based organization and it could be problematic to give preferential treatment to one group of people. Vice President Mandelkern said that some clubs charge premiums for use of tennis courts and it would behoove the District to look at any source of possible revenue to help offset the budget problems.

Vice President Mandelkern asked if there will be employment opportunities for current or former District employees. Mr. Bauer said that if the Fitness Center is operated with a partner, the partner would employ the staff. District employees would have the opportunity to apply for positions and Mr. Bauer has told all vendors that District employees should have the first right to positions such as yoga and spinning instructors. However, because of the specialized nature of the positions, the people whose jobs are at most risk in the District will not generally have the required skills for the positions. Vice President Mandelkern asked if there is oversight to make sure the wages and benefits offered will be comparable to that of District staff. Mr. Bauer said this will be the case. Trustee Schwarz asked about potential clerical positions. Mr. Bauer said that all financial transactions are automated and no cash is handled. At most clubs, the managers do most of the work without clerical support.

Trustee Hausman asked Mr. Bauer how confident he is that things will go as projected. Mr. Bauer said any one of the three responders can do the job and with the support of Chancellor Galatolo, President Claire, Dean of PE/Athletics Andreas Wolf and Professor of PE/Athletics Mike Schmidt, the Fitness Center will be a success. Mr. Bauer said the budget is being built so that depreciation, equipment replacement and a reserve can be funded. Chancellor Galatolo added that research was done in regard to demand in the area.

Trustee Holober said he prefers that no extra charges be added to enrollment fees and would like the cost for parking to be included in the enrollment fee. Trustee Schwarz said she is concerned about charging students for parking while not charging others. Mr. Bauer said parking can be included in the enrollment fee. President Claire noted that a model is currently in place with cosmetology patrons who do not pay for parking.

President Miljanich asked what hours the Fitness Center will be open. Mr. Bauer said the tentative hours are:

Monday-Friday:	5:00 a.m. – 10:00 p.m.
Saturday:	7:00 a.m. – 8:00 p.m.
Sunday:	7:00 a.m. – 6:00 or 7:00 p.m.

Trustee Holober suggested that at the special meeting to select a survey firm, approval of membership fees for the Fitness Center also be considered. There was unanimous agreement by the Board.

#### **PLANNING UPDATE (09-12-5C)**

Chancellor Galatolo said the planning update is a standing agenda item and provides a chance for the Board to engage him and College administrators on questions and issues. Chancellor Galatolo said he also needs clarification from the Board regarding options and opportunities for KCSM. At the last Board meeting, Trustee Holober recommended that in the coming budget cycle, the District provide no subsidy for KCSM. Since the District is

looking at capital projects and programming in that area, direction is needed in order to make decisions. President Miljanich said that while individual Board members are free to express views, the entire Board makes policy decisions and no final decision has been made regarding KCSM.

Trustee Holober said the Statement of Core Values and Principles is the Board's guiding principle. The core purposes of the Colleges are transfer education, job training programs and basic skills that lead to the ability to transfer or receive job training. Trustee Holober said he does not see financial support for KCSM in that statement and, therefore, feels the need to bring the subsidy to zero or very near zero.

Trustee Hausman said the issue is when the Board will make a decision given that KCSM General Manager Marilyn Lawrence has been working on possible solutions. Chancellor Galatolo said Ms. Lawrence has reported that in order to keep the TV side going, she would need less than one million dollars the first year; less than one-half million dollars the second year; less than one-third million dollars the third year; and no subsidy in the fourth year. Chancellor Galatolo said the FM side needs considerably less subsidy, probably in the very low six figures. He said the Board can look at TV and FM individually or collectively in terms of the amount of subsidy to provide.

Vice President Mandelkern said that while he appreciates having radio and TV broadcasting capability in the District, he does not see how KCSM FM and TV add to the core programs as stated in the Statement of Core Values and Principles. He said he sees value in looking at the FM and TV sides separately. Vice President Mandelkern said it is a worthy goal to reduce the subsidy to zero or near zero in the next budget cycle, but he is open to feedback from the management team. He said he would question putting capital dollars into KCSM unless it were to help with a lease, etc.

Trustee Holober said the Board gave direction to Ms. Lawrence in terms of trying to get bidders interested. He assumes the Board will hear within the next couple of months whether there has been any success and at that time the Board will make a decision.

Chancellor Galatolo said planning for capital improvements at KCSM began before the budget crisis. He said this discussion will be helpful when deciding whether to bring proposals to the Board.

Regarding categoricals such as DSPS and EOPS, Vice President Mandelkern said it seems reductions are planned at all three campuses but that all three will maintain the programs in some form. He asked if this is the most sensible approach, or whether consolidation across the campuses might be a better solution. He said it might be better to look at some Colleges doing some programs well rather than spreading limited resources and not doing anything well. College of San Mateo Vice President of Student Services Jennifer Hughes said that the three Vice Presidents of Student Services have discussed various approaches and believe there is a need to retain the programs at each campus in order to best serve students for whom transportation and access are issues. Vice President Hughes said some components that are not required by law might be eliminated and the number of students served might be reduced in order to maintain quality.

Vice President Mandelkern said he has heard there is some reluctance on the part of the campuses to "show their cards" before the other campuses. He said he wants to make sure that everyone puts their cards on the table so that everyone can work together and no opportunities for consolidation or centralization are missed. Chancellor Galatolo said that when the Colleges identify something that should be eliminated, it is vetted at the Colleges and then with the District Strategic Planning Committee, which has representation from all constituencies. Nothing has been done to date because nothing has been brought to the Committee as a potential consolidation matter.

Skyline College Vice President of Instruction Regina Stanback Stroud said the three Vice Presidents of Instruction have had many conversations, beginning with how to start the process regarding decisions on programs. They initially hoped that no programs would have to be eliminated but the budget process dictated that it would be necessary to do so. They first had to give faculty the courtesy of letting them know that their programs might be affected by these conversations. They then continued conversations about which programs would go through the Program Improvement and Viability (PIV) process. They were aware that there would be Districtwide implications in terms of assignments for faculty and whether programs would be continued at one campus or another. Vice President Stanback Stroud cited discussion of the Adaptive PE program as an example of these conversations. She

said the Vice Presidents also discussed some things that did not have PIV implications, such as the libraries. She said Vice Chancellor Jing Luan also asked the Vice Presidents to look at loads because they are a proxy for efficiency. Two of the Vice Presidents talked with Vice Chancellor of Human Resources and Employee Relations Harry Joel regarding the potential assignment and bumping implications; they asked him to be available during meetings with faculty to answer questions. Vice President Stanback Stroud said multiple levels of conversations have been ongoing between the Vice Presidents, on the campus level, with individual faculty members who might be affected, and with the PIV Leadership Committees which include Deans, Faculty Senate Presidents and Curriculum Committee Chairs.

Vice President Mandelkern said he is glad that conversations have been taking place and he has great respect for the shared governance process. However, he hopes there is coordination taking place between all three campuses and the District Office on the academic side as well as the business side of the issues. He said it would benefit everyone if those conversations were worked fully before items are presented to the Board for action so that there are no surprises from the point of view of any constituent organizations or any College. Vice President Mandelkern said he understands that shared governance can be a complex process; however, obtaining input from various constituents must happen in a fairly compressed timeframe so that the Board can take action after the first of the year.

Vice Chancellor Luan said the District Joint Vice Presidents Council is the leadership group which has the overall mission for District instructional and student services programs. They recently decided that, if needed, they will provide a briefing to the Chancellor, Presidents and the Board regarding the formalized process being used at the Colleges and District to talk about collaboration needed in terms of budget reduction activities. Vice Chancellor Luan said the District Strategic Planning Committee will hear the actual proposals from the Colleges. He added that the PIV process is a Board policy and that any constituent group can initiate a PIV initiative. Vice President Mandelkern said the process should be communicated to the various constituents. He added that he hoped the need to brief the Board is not holding up activity.

Vice President Mandelkern said it is important to him to look at what is staying as well as what is leaving. He would like to see an organization chart that lays out what the District has in terms of courses, faculty members assigned to those courses, loads and FTES in order to get a comprehensive view of the Districtwide picture. Trustee Holober agreed with this request. Trustee Schwarz said this request seems like a daunting task and she is not sure it is possible.

Trustee Schwarz said that after hearing Vice President Stanback Stroud make three presentations, she does not understand how anyone can say information has not been provided.

Trustee Schwarz said it is important to her to know the rationale for why a program did not qualify to stay, i.e. low numbers, etc., and why programs are not being consolidated. Vice President Stanback Stroud said faculty have long indicated that they want to be the drivers of curriculum and she has supported that right. When the PIV process resulted in the recommendation to eliminate two programs at Skyline College and the recommendation was taken to the Curriculum Committee, the motion died for lack of a second, meaning that the Curriculum Committee was not willing to take a position on elimination of the programs. Since consolidation would necessitate elimination of a program, it was not pursued because administration will not necessarily eliminate a program outside of the curriculum processes.

Trustee Holober said that just as recommendations will come to the College Presidents who may or may accept them, the Board may concur or not concur with the recommendations brought to them. He said that when the Curriculum Committee cannot make decisions, the Board may have to make those decisions with as much information as they can get. Trustee Holober said numerical information would be of help in making decisions. For example, he said he would like to see data on counseling because he believes it is a vastly underutilized function at some Colleges. He is also concerned about the ability to serve as many students as possible vs. serving students who require a much greater level of financial investment. For example, if preserving a program such as the Child Development Center means eliminating a program such as summer school which serves more students at a lower cost per student, the Board must contemplate what is the right thing to do.

Vice President Stanback Stroud said the Board would need information on thousands of courses and would need to understand the sequencing and timing of degrees, how courses meet transfer and other requirements, and FTES issues. She said understanding of curriculum and instruction require expertise and this is the work the Vice Presidents were hired to do.

Vice President Mandelkern said he is not trying to micromanage, but the Board will have serious decisions to make and his expectation is that the decisions will not be made during a one-meeting presentation with a thumbs up or thumbs down vote. Rather, the Board will have questions about how recommendations were arrived at and will give suggestions and direction. Ultimately, the Board will make decisions that will make some people unhappy and will not be the recommendations word for word that were brought to the Board originally. These discussions will likely take place over several meetings and Trustee Mandelkern said that if Vice President Stanback Stroud has to teach the Board, the Board will be good students.

Trustee Hausman said she also does not believe in micromanaging. However, decisions must be made ultimately and the process cannot go on forever. She said it is not possible to operate with a motion dying for lack of a second.

President Miljanich cautioned that the Board will never be the experts that they hired others to be. She said the Board will be proactive and ask questions, but should be open and wait until recommendations are presented. She said the Board will need to rely on staff to present information and then talk about it. President Miljanich added it is good that some Board members have been becoming more informed by attending budget meetings.

Trustee Holober said he believes the District allocation model serves well in good times but not in bad. In examining programs being considered for cuts, he has found that the College costs do not accurately reflect the cost of the program because many costs, such as fringe benefits, have been pushed to the District. Therefore, the Colleges are making decisions based on inaccurate information. Trustee Holober said that in the future, budgets should accurately reflect what a program costs at a College without pushing any costs to the District.

Trustee Holober said there is a sense among some people that there is excess room to cut at the District level. He said there is room to cut at the District and College levels if the proposal is to cut wages and benefits. He said that if wage and benefit cuts are proposed for one group, cuts for all groups will be on the table.

Trustee Holober said he wants to see data on the impacts of cuts on classified, certificated and administrative staff. He is troubled at the potential disproportionate share being taken by classified staff.

Regarding a timeline, Trustee Holober said he believes the Board has time to go through more in-depth and thorough discussions. He said he does not believe the process will be completed in January.

#### **STATEMENTS FROM BOARD MEMBERS**

Trustee Hausman attended the CSEA holiday luncheon and said it was a wonderful way to start the holiday season. She also attended the luncheon provided by the Foundation.

Vice President Mandelkern noted that no students or staff members have asked that their programs be cut. He said everyone wants the Board to make the right decision as long it is their version of what is right. He asked that everyone try to make accurate statements and continue to maintain respectful conduct without personal attacks. Vice President Mandelkern encouraged people who ask questions to stay to hear the answers and engage in discussion. Trustee Mandelkern attended eight events. He said he contributed to the food drive at the District Office and is encouraged to see people contributing even in tough times. Trustee Mandelkern presented an article on solar power to Vice Chancellor Jose Nunez. He congratulated Student Trustee Medrano Rosales on completing her first marathon.

Student Trustee Medrano Rosales attended the Child Development Center potluck, Winter Concert, and CSEA luncheon. She was invited to speak at the Foundation luncheon about what scholarship money does for students.

Trustee Schwarz thanked CSEA for the wonderful luncheon. She attended the fundraiser for the Canada Drama Department. She also attended a reception held by the Associated Students of College of San Mateo and said it is

clear that students understand who is responsible for the budget situation and want to get involved. Trustee Schwarz said she heard students at Skyline College express the same feelings. President Schwarz attended several budget meetings and expressed appreciation to all constituent groups for their participation and hours of work. Trustee Schwarz said it was a pleasure to serve as President for the past year.

Trustee Holober, referring to what occurred recently in the San Jose-Evergreen Community College District, said this District is fortunate to be scandal-free. He has been asked by school board members what controls the District has in place. Trustee Holober said the answer is the quality of the people employed by the District, starting with the Chancellor. He said the Board might want to consider developing a formal policy on control or oversight in the future. Trustee Holober said he is happy to hear that students are willing to be proactive. He believes money can be brought into the District only if those people coming to plead for their programs are willing to go out and talk to voters. Trustee Holober displayed a photograph of the Tribeca Performing Arts Center which is part of the Borough of Manhattan Community College; he said it is a wonderful venue in which to hear music.

President Miljanich said she appreciated receiving an email from Chancellor Galatolo providing details of his expenditures and is pleased that the District will not find itself in the same situation as the San Jose-Evergreen District and other entities. She said allegations such as these are cause for disappointment and disillusionment for everyone.

### **COMMUNICATIONS**

None

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

The meeting was called to order at 10:35 p.m.

Present: Directors Hausman, Holober, Mandelkern, Miljanich and Schwarz

#### Approval of Minutes of the November 24, 2009 meeting

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

#### Naming of Officers for 2010

In accordance with the bylaws of the Financing Corporation, the new officers for 2010 will be:

President – Director Patricia Miljanich

Vice President – District Chancellor Ron Galatolo

Secretary – Director Dave Mandelkern

Treasurer – District Executive Vice Chancellor Jim Keller

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

President Miljanich announced that the next scheduled meeting of the Financing Corporation will be held on December 15, 2010.

### **RECESS TO CLOSED SESSION**

President Miljanich announced that during Closed Session, the Board will consider the personnel items listed as 1-B on the printed agenda. The Board will also conduct a conference with District Labor Negotiator Harry Joel; the employee organizations are AFT and CSEA.

The Board recessed to Closed Session at 10:45 p.m.

The Board reconvened to Open Session at 12:05 a.m.

**CLOSED SESSION ACTIONS TAKEN**

President Miljanich 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-B.

**ADJOURNMENT**

It was moved by Trustee Hausman and seconded by Vice President Mandelkern to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 12:10 a.m.

Submitted by

Ron Galatolo  
Secretary

Approved and entered into the proceedings of the January 13, 2010 meeting.

Dave Mandelkern  
Vice President-Clerk