

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
October 24, 2012, San Mateo, CA**

The meeting was called to order at 6:10 p.m.

Board Members Present: President Dave Mandelkern, Vice President-Clerk Helen Hausman, Trustees Richard Hober, Patricia Miljanich, Karen Schwarz, Student Trustee Bailey Girard

Others Present: Chancellor Ron Galatolo, Executive Vice Chancellor Kathy Blackwood, Skyline College President Regina Stanback Stroud, College of San Mateo Vice President of Instruction Susan Estes, Cañada College Vice President of Instruction Linda Hayes, District Academic Senate President Diana Bennett

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES

It was moved by Vice President Hausman and seconded by Student Trustee Girard to approve the minutes of the study session of October 10, 2012. The motion carried, all members voting "Aye."

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Linda Martinez, President of the Associated Students of Cañada College (ASCC), said the Student Senate of Cañada College is a dedicated and diverse group of students who serve as the link between the administration and students. Students from all backgrounds are encouraged to join ASCC. The student leaders provide information and activities along with funding for clubs and events. Their goal is to improve the college experience for students and to foster a sense of community. The Senate also serves as the link with the District and, as President, Ms. Martinez attends District Student Council meetings and District Shared Governance Council meetings. Ms. Martinez listed the ASCC Executive Board members and Senators and introduced Commissioner of Activities Jay Rojas, who was in the audience.

Ms. Martinez said the ASCC's core values are determination, respect, excellence, integrity, diversity, unity and advocacy. There are four benchmark goals:

1. Leadership – attendance at the ASCC Fall Retreat, Staff Fall Retreat, California Community College Students Affairs Association Student Leadership Conference, Fall and Spring Student Senate General Assemblies.
2. Community – planning and volunteering at monthly Spirit Thursdays; sponsoring 23 active clubs.
3. Change – Attendance at ASCC, District and Campus meetings; effecting change at three levels:
 - a. Campus level – purchased new I.D. machine
 - b. District level – had presentation and provided input on raising student parking fees
 - c. State level – endorsed Proposition 30
4. Mentorship – listening to and helping other ASCC officers as well as the entire student body.

President Mandelkern thanked Ms. Martinez for her thorough presentation. Vice President Hausman said it was a well-organized, outstanding presentation and said the ASCC is doing a good job and including all students.

Skyline College President Stanback Stroud said Skyline hosted a national conference attended by representatives from 15 community colleges around the nation that have SparkPoint-type programs. There was widespread praise about the vision of the College and the District, including the support of the Board of Trustees and Chancellor. On October 16, Skyline celebrated Latino History Month, which included a rededication of Earthbook, the Skyline College mural painted 25 years ago by renowned muralist Juana Alicia, who was in attendance. On October 25, as part of the Fall 2012 Lecture Series, Dr. Pamela Cox Otto will speak on Generational Communication. President Stanback Stroud announced that *The Skyline View* received a General Excellence award for both its print and online versions at this year's Journalism Association of Community Colleges NorCal Conference.

Noting that President Stanback Stroud's written report included information about the Skyline College Study Abroad in China program, President Mandelkern asked if there is coordination and communication between this program and the partnership that the District has with Tianhua College as part of International Education. President Stanback Stroud said

the Study Abroad experience is part of the International Business program and Professor Hui Pate has been taking students to China for approximately five years. Students have also studied in Nigeria and the College is working on a Memorandum of Understanding which will allow students to study in Liberia. Chancellor Galatolo said there will be a future study session on International Education, at which time this will be discussed further.

College of San Mateo Vice President Estes said many students and employees were able to view the space shuttle Endeavor as it flew over the campus on its final flight to Los Angeles. At the recent service awards ceremony, 23 faculty members and administrators were honored for 10 and 20 years service to the College. The College participated in a lockdown drill and an earthquake drill. The Athletic Hall of Fame event was held on September 14 and included a reception and banquet in the Bayview Dining Room. Vice President Estes provided Board members with copies of the “Student Campus Climate & Satisfaction Surveys, Spring 2012.” She said the survey was developed by the Office of Planning, Research, and Institutional Effectiveness and provides information that is data driven. The survey was conducted over three years – in spring of 2010, 2011 and 2012. Results show that student satisfaction has increased; most responses are 90% or higher and many are in the high 90’s. For example, 91.4% of those surveyed said they would attend College of San Mateo if they were starting over and 97.6% said they would recommend the College to a family member or friend. Three areas scored somewhat lower and will be considered as part of institutional planning:

1. the concept of feeling welcomed vs. belonging – students reported feeling welcomed but not feeling that they belonged.
2. College of San Mateo identity – the College was rated high on being up-to-date but lower on being “cutting edge.”
3. the need for a clearer process on how to bring forth complaints and get help.

Cañada College Vice President of Instruction Hayes said more than 500 people attended the October 17th speech by Robert Reich, Chancellor's Professor of Public Policy at the University of California at Berkeley. The event raised approximately \$7,000 for Cañada’s Social Sciences Scholarship Fund, thanks to Professor Reich giving his presentation pro bono. Vice President Hayes said more than 200 students have signed up to become members of the STEM Center, located on the second floor of Building 9. The Center is a place for students to meet with professors and also provides a social meeting place for STEM majors. Cathy Lipe, Director of the MESA Program, is there to help students and determine which students are eligible for other STEM programs and grants. Vice President Hayes said Board members will be invited to the Athletic Hall of Fame reception on December 14, which will be the initial fundraiser for the formal induction ceremony on June 1. Athletic Director Mike Garcia is working on the event with Harold Reynolds, lead analyst for the MLB Network. Mr. Reynolds will be one of this year’s Athletic Hall of Fame inductees.

District Academic Senate President Bennett said the Senate has discussed faculty grade submission; the class schedule indicated that grades would be available on December 22 while final exams do not end until December 19. The Senate has discussed the issue with the Vice Presidents and confirmed that a new date has been set. All faculty have been informed. President Bennett said the Senate will meet with the Joint Vice Presidents Council to discuss setting a fixed date for grade submission, e.g. five working days after the end of final exams. The Senate would also like to discuss updating the faculty hiring policy and procedure with the Joint Vice Presidents Council; the procedure was last updated in 2004. President Bennett said a policy on Minimum Qualifications and Faculty Service Areas has been in effect for one year. She said some deans on the campuses are directing questions to the Office of Human Resources and will be reminded that these items are within the faculty purview and questions should be directed to local Academic Senate leaders or to the District Academic Senate. President Bennett said a faculty advisory vote indicates that two-thirds of faculty are in favor of implementing plus/minus grading and two-thirds of District leadership is also in support. President Bennett presented information on plus/minus grading at the District Student Council meeting today. Students shared concerns which President Bennett will take to the Academic Senate; she will attend the November 14 meeting of the District Student Council to further discuss the issue. The District website for the plus/minus pilot project has been updated with a timeline of what has occurred to date. A recommendation will not be brought to the Board until it has been fully vetted with students. President Bennett attended the Area B meeting for the fall plenary and reviewed the updated disciplines list, resolutions that will be presented, and state and federal legislation. She will attend the fall plenary on November 8. On October 26, President Bennett, along with some key faculty members and others, will attend an informational meeting with Udacity.com regarding their offering of online courses. President Bennett said she is in the process of updating the District Academic Senate website.

BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES: SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS (STEM) GRANTS AND PROGRAMS AT CAÑADA COLLEGE (12-10-2C)

Janet Stringer, Dean of Science and Technology at Cañada College, provided a summary of grants approved by the Board and received since 2008, including who funded the grants and the length of funding for each grant. Projects funded by grants include:

1. Math Jam
 - targets all college students; College for Working Adults are now required to attend; some high school students attend
 - 2012 summer sessions served more than 235 students in day and evening sessions
 - initially funded by HSI-CCRAA and MSEIP; now funded by Measure G and CALSTEP
2. Accelerated Math Programs
 - targets college math students
 - goal is to accelerate progress to calculus for STEM students
 - funded by HSI-CCRAA and CALSTEP
3. STEM Institute
 - targets high school students
 - goal is to introduce students to hands-on projects in STEM fields
 - free program with free lunch and course materials
 - funded by CALSTEP
4. Physics Jam
 - targets high school and college students
 - intensive preparation for physics, particularly calculus-based physics; offered concurrently with Math Jam
 - funded by CALSTEP
5. Engineering Institute
 - originally targeted community college students; focus currently is on high school students
 - two-week summer residential program at San Francisco State to increase participants' knowledge in engineering specific programs
 - previously funded by Caltrans, MSEIP and CALSTEP; now funded solely by CALSTEP
6. NASA CIPAIR Research Internships
 - targets engineering students within one year of transfer; sent ten students last summer
 - ten-week research project held at NASA Ames Research Center
 - funded by NASA CIPAIR
7. SETI (Summer Engineering Teaching Institute)
 - targets engineering, math and physics faculty of community colleges across the state
 - two-day workshop providing instruction on technology tools for teaching
 - previously funded by IEECI; now funded by CALSTEP
8. NSF Scholarships for Science and Engineering
 - targets current Cañada College students majoring in STEM fields
 - currently supporting 35 students with scholarships ranging from \$2,000-\$4,000; scholarships include money for transfer
 - funded with H1B Visa fees

Dean Stringer said additional activities include mentoring for S-STEM students; sponsorship of workshops, seminars and field trips; and finding internships for students.

Dean Stringer said the following changes have taken place in the STEM programs:

- Formulated the STEM Center to include MESA and all of the grant funded programs

- Requested the addition of a job category titled “retention specialist” and added two retention specialists to the STEM Center, funded by CALSTEP and MESA
- Updated all computers in two computer labs and MESA/Math Lab area of the learning center using HSI-CCRAA funds
- Equipped lab in Building 16 to make it a multi-purpose lab for earth science, physics and physiology using HSI-CCRAA funds
- Purchased a nuclear magnetic resonance machine for use by the chemistry department using HSI-CCRAA funds
- Purchased equipment needed to offer a class in surveying for civil engineering students using MSEIP funds

Dean Stringer said there has been tremendous growth in enrollment in STEM programs, both in FTE and the number of sections, even while enrollment College-wide has decreased. Future plans include:

- continued winter and summer programs
- addition of a researcher specifically for grant-funded programs, funded in part by CALSTEP
- additional internship and other research opportunities for students
- joint engineering project, funded by CALSTEP, to align the curriculum across the state for students transferring in engineering
- partnership with San Francisco State University to improve engineering pipeline (pending)
- collaboration with UC Berkeley in educational research (pending)

Vice President Hausman said it is encouraging to see the increased interest in science and math. President Mandelkern thanked Dean Stringer for her report. He said Cañada College has become known in the community for its high-level STEM programs and credited the College leadership and faculty for making this possible.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Lilly Campos, representing the Immigrant Youth Action Team, invited the Board to attend the third annual “Making Dreams Come True: The Time is Now” event on November 15. She said this event is dedicated to presenting opportunities for immigrant and undocumented Sequoia High School students to voice their stories and raise funds to help them go to college. Ms. Campos said undocumented students face many challenges in attending college because they are not eligible for many scholarships. She added that many of these students have connections with the community colleges. Ms. Campos introduced Adriana Fernandez and Moises Bautista who are STEM major students at Cañada College. Ms. Fernandez said she and Mr. Bautista were attending the Board meeting on behalf of the Bringing Hispanic Minds to Success Club at Cañada, as well as the Redwood City Youth Action Team and the Sequoia High School Dream Club. She said the event on November 15 will be held at Sequoia High School from 6:00-8:30 p.m. Tickets will be available prior to the event and at the door at a cost of \$10.00. In response to a question from President Mandelkern about the Dream Act legislation signed by Governor Brown, Ms. Campos said the Dream Act will allow students to apply for private scholarships as well as some government funds. However, it is not yet known how the money will be distributed because 2013 will be the first year in which it is initiated. Ms. Campos added that some students will not fall within the restrictions of who may apply. She said that approximately 38% of the student body at Sequoia High School is undocumented and it is important to raise funds for those who will not qualify for scholarships. President Mandelkern thanked the group for their comments and said the Board has always been supportive of all students. Ms. Campos will provide staff with the invitation to the event and it will be forwarded to the Board.

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (12-10-2A)

It was moved by Trustee Holoher and seconded by Trustee Miljanich to approve the actions in Board Report No. 12-10-2A. The motion carried, all members voting “Aye.”

APPROVAL OF CONSENT AGENDA

President Mandelkern said the consent agenda consists of report 12-10-1CA, Ratification of July and August 2012 District Warrants. It was moved by Trustee Miljanich and seconded by Vice President Hausman to approve the item on the consent agenda. The motion carried, all members voting “Aye.”

Other Recommendations

APPROVAL OF REVISIONS TO DISTRICT RULES AND REGULATIONS: POLICIES 2.02, CHANCELLOR OF THE DISTRICT; 2.26, DRUG-FREE WORKPLACE AND EDUCATIONAL ENVIRONMENT; 2.34, COMPUTER AND NETWORK USE; 6.01, PHILOSOPHY AND PURPOSE; 6.22, ACADEMIC RENEWAL; 7.41, DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS); 7.43, FINANCIAL AID PROGRAMS; 8.33, AUXILIARY SERVICES; 8.40, RISK MANAGEMENT; 8.47, STUDY/TRAVEL TOURS; AND 8.55, CONFERENCE ATTENDANCE AND TRAVEL (12-10-101B)

It was moved by Vice President Hausman and seconded by Trustee Schwarz to approve the revisions as detailed in the report. The Board discussed the following policies:

Policy 2.02, Chancellor of the District: Trustee Holoher asked about the origin of the new sentence, “The Chancellor is empowered to reasonably interpret Board policy.” Chancellor Galatolo said the language came from the Community College League of California’s Policy and Procedure Service. The Board agreed that the language is logical and acceptable.

Policy 2.34, Computer and Network Use: President Mandelkern suggested adding language indicating that District computers and network services are to be used for District business and only incidental personal use is allowed. He also suggested adding that privacy rights are not guaranteed when using District communications systems. Trustee Holoher said it is important that people know what the rules are and suggested that periodic reminder notices be distributed. It was agreed that staff will work on revising the policy to reflect these concerns and bring it back to the Board at a later date.

Policy 6.01, Philosophy and Purpose: President Mandelkern said the Board’s Statement of Core Values and Principles is not reflected in the policy and, given the current budgetary restraints, may be contraindicated by the broad statement about what the Colleges offer in terms of programs. Trustee Miljanich said the philosophy described in the policy is still what the District is striving for, even if it cannot be fully implemented at a given time. Trustee Holoher suggested that the Board’s Statement of Core Values and Principles be referenced in the policy. The Board agreed to add a statement that the Board will develop and periodically review a Core Values and Principles statement that will help shape the educational mission of the District by determining program priorities within available resources. The new language will be added and brought back to the Board at a future meeting.

Policy 8.55, Conference Attendance and Travel: Chancellor Galatolo said much of this policy was procedural and the detailed information that is recommended for deletion has been updated and included in the procedures on conference attendance and travel. President Mandelkern suggested adding a statement that employees and students who attend conferences should be encouraged to share with colleagues information acquired at the conference. This will be added and brought back to the Board at a future meeting.

After this discussion, the Board approved the proposed revisions to Policies 2.02, 2.26, 6.22, 7.41, 7.43, 8.33, 8.40 and 8.47, all members voting “Aye.”

APPROVAL TO REJECT ALL BIDS RECEIVED FOR THE SALE OF KCSM-TV (12-10-102B)

It was moved by Trustee Miljanich and seconded by Vice President Hausman to approve the rejection of bids as detailed in the report. Tracy Rosenberg, Executive Director of Media Alliance, asked how and when the public records request by her organization will be fulfilled. President Mandelkern said that if this action item is approved by the Board, there will no longer be a reason to preserve confidentiality and the records could be released. Chancellor Galatolo said that, pending Board approval to reject all bids, arrangements to release the records will be made tomorrow morning with Ms. Rosenberg and any other requestor(s).

President Mandelkern said he believes the position of the Board is unwavering that the District can no longer afford to suffer financial losses from KCSM-TV that detract from its core educational mission. He said the process to stop the negative cash flow has apparently not worked out and discussions must resume to determine what to do going forward. Trustee Holoher said it is disappointing that the two top bidders did not meet the required qualifications, including demonstrating the availability of funding. Trustee Holoher thanked Chancellor Galatolo and staff who worked hard over a lengthy period of time. He noted that the result is not the fault of staff but rather is due to the fact that the bidders were not fully forthcoming. He said it is important to move as quickly as possible, especially because the District will soon be looking at a budget for next year and the financial subsidy to KCSM-TV cannot continue. Trustee Schwarz said the process has been painful for everyone, including employees at KCSM-TV who have dealt with uncertainty and have tried

to keep the station going with limited resources. She said it is important to move as quickly as possible to find a solution. The Board agreed to discuss the issue of KCSM-TV further at the November 14 meeting. After this discussion, the motion to reject all bids received for the sale of KCSM-TV carried, all members voting "Aye."

INFORMATION REPORTS

FALL 2012 CENSUS REPORT (12-10-3C)

Trustee Schwarz noted that there has been a slight decrease in student population at all three Colleges. Chancellor Galatolo said this is because the District has cut sections and reduced offerings as a result of the lack of economic resources from the State. He said the same is true at the UCs and CSUs. Vice President Hausman asked if the poor economy is a factor in that some students may not be able to afford to take the courses that are offered. Chancellor Galatolo said that it is customary to see a mass exodus of students each time fees are raised and it takes a long time to build the student population back up.

President Mandelkern asked if Skyline College has seen an increase in students due to the issues at City College of San Francisco. President Stanback Stroud said Skyline College administration has let City College leaders know that they are willing to help in terms of serving students and letting them know about the programs and classes offered at Skyline. However, there is a concerted effort on the part of City College and its students to save their college and, as a consequence, Skyline has not seen a marked increase in enrollments because of this issue.

President Stanback Stroud said the economy does impact enrollment. She also said there has been a systematic deconstruction of support services for community colleges, particularly with regard to categorical funds, and these support services are the very services that get students into college and keep them in college.

Vice President Estes said College of San Mateo sent a number of programs to Community Education, which accounts for some of the decrease.

Vice President Hayes said that when Cañada College did not offer summer school approximately five years ago, it took some time to get enrollments back to their previous levels.

Student Trustee Girard said that three years ago, community colleges statewide had 2.8 million students enrolled. Last year, the number was 2.6 million and it is currently 2.4 million. He said that if Proposition 30 fails, it is estimated to drop to 2.2 million and this represents students who have nowhere else to go.

COMMUNICATIONS

None

STATEMENTS FROM BOARD MEMBERS

Student Trustee Girard said he will attend the Student General Assembly and will be discussing the Student Success Act, ballot measures and other issues. He said students on the campuses have been promoting ballot measures and have been very vocal.

Trustee Schwarz said she attended the "Meet the Ambassadors" event at College of San Mateo and met a wonderful group of young people who are promoting the College. She attended the Sequoia Hospital Recognition Ceremony and heard touching stories about why students decided to go into nursing. She also attended Assemblyman Rich Gordon's panel discussion with students at Cañada College, the Arts and Olive Festival at Cañada, and the entertaining speech by Robert Reich.

Vice President Hausman attended the Arts and Olive Festival at Cañada College. She also attended the annual meeting of the National Red Cross in Washington, D.C. The committee that was formerly called the Holocaust War Victim Tracing Committee has been renamed "Restoring Family Links." The committee will continue to work with Holocaust victims to reunite family members and is also branching out to help victims around the world who have been separated from their families. Vice President Hausman said she feels privileged to be involved with the Red Cross. President Mandelkern thanked Vice President Hausman for her service with the Red Cross. Trustee Holober also thanked Vice President Hausman for her dedication. He said she is contributing to very important work which helps many people around the world.

President Mandelkern attended the Arts and Olive Festival at Cañada College. He also attended the Skyline College President's Council brainstorming session for an upcoming seminar which will focus on North County issues. President Mandelkern attended the speech by Robert Reich and said it was informative and entertaining. He complimented the well-spoken Cañada College honors student who provided the introduction. President Mandelkern said he enjoyed attending the Hispanic Foundation Ball in San Jose and having the opportunity to be part of the larger community. President Mandelkern encouraged people to vote on November 6 and to remember the community college system when determining how to cast their votes.

RECESS TO CLOSED SESSION

President Mandelkern announced that during Closed Session, the Board will (1) consider the personnel items listed as 1A and 1B on the printed agenda, and (2) hold a conference with legal counsel regarding one case of potential litigation as listed on the printed agenda.

President Mandelkern said the next meeting of the Board will be a regular meeting on November 14 at 6:00 p.m. in the District Board Room.

The Board recessed to Closed Session at 8:25 p.m. and reconvened to Open Session at 9:30 p.m.

CLOSED SESSION ACTIONS TAKEN

President Mandelkern 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 items listed as 1A and 1B.

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 9:33 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the November 14, 2012 meeting.

Helen Hausman, Vice President-Clerk