

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
July 24, 2013, San Mateo, CA**

**The meeting was called to order at 6:05 p.m.**

**Board Members Present:** President Karen Schwarz, Vice President Patricia Miljanich, Trustees Richard Holoher and Dave Mandelkern, Student Trustee David Latt

**Others Present:** Chancellor Ron Galatolo, Executive Vice Chancellor Kathy Blackwood, Skyline College Vice President of Instruction Sarah Perkins, College of San Mateo Vice President of Student Services Jennifer Hughes, Cañada College President Larry Buckley, District Academic Senate President Diana Bennett

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

President Schwarz announced that minutes from three Board meetings, along with one personnel item, were deferred due to a lack of a quorum within District boundaries at the July 10 Study Session. These action items will be considered first.

**DEFERRED BUSINESS**

**Minutes**

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the minutes of the regular meeting of June 17, 2013. Regarding the discussion on international education (page 5), Trustee Holoher said he believed it was reported that the agreement with Tianhua University is not going forward. Chancellor Galatolo said the District still maintains a Memorandum of Understanding with Tianhua University, but there is no current activity because the university did not get enough students to enroll. After this discussion, the motion carried, all members voting "Aye."

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the minutes of the special meeting of June 19, 2013. The motion carried, all members voting "Aye."

It was moved by Vice President Miljanich and seconded by Trustee Holoher to approve the minutes of the special meeting of June 20, 2013. The motion carried, all members voting "Aye."

**Other Deferred Recommendation**

**RECOMMENDATION FOR ADMINISTRATOR EMPLOYMENT CONTRACT RENEWALS (13-7-2A)**

It was moved by Vice President Miljanich and seconded by Trustee Holoher to approve the recommendation as detailed in the report. The motion carried, all members voting "Aye."

**STATEMENTS FROM EXECUTIVES**

Skyline College Vice President Perkins said the College hosted a delegation from the United Arab Emirates in June; they are exploring possible partnerships that would work through the Center for International Trade Development. Jeff Duncan-Andrade will be the guest speaker for Skyline College's opening day; he has appeared on TEDx with his lecture "Growing Roses in Concrete." Skyline College will hold its first annual Success Summit on September 21 through a joint partnership with San Bruno and surrounding communities. Skyline College issued 1,150 degrees and certificates in May, which is a record number. Students who earned certificates were invited to participate in the commencement ceremony for the first time. Skyline College held many summer programs, including the Green Energy Camp and the Jump Start program, both of which bring high school students to the campus.

College of San Mateo Vice President Hughes said the College hosted one day of the Valor Games, which provide disabled veterans an opportunity to participate in paralympic sports. Staff of the Veterans Resource and Opportunity Center assisted with the facilitation of the event. More than 40 faculty, staff and students participated in College of San Mateo's activities at the County Fair, including entertainment on stage and information tables. College of San Mateo held its Classified Appreciation Luncheon and Service Awards on July 17, at which employees with 10, 15, 20 and 30 years

of service were honored. The barbecue was catered by Pacific Dining. Managers assisted with serving classified staff and with clean up after the event.

Cañada College President Buckley introduced Gregory Anderson, the new Vice President, Instruction. Dr. Anderson most recently served as Dean of Learning Resources at De Anza College. Cañada College hired four new faculty members and will hold interviews for two interim librarians next week. Professor Amelito Enriquez presented a paper at the American Society for Engineering Education Conference; the paper received the Best Paper Award from the Two-Year College Division. The paper focused on the importance of retention at the first and second levels. President Buckley said the National Science Foundation has provided 111 scholarships to Cañada College STEM students over the last four years and those students have retention rates that are three times higher than the average community college student. Cañada College participated in the Redwood City Fourth of July parade with a float and a booth on Main Street. President Buckley said summer enrollments are up at Cañada College and, more importantly, the load factor is also higher. The efficiency factor is over 525; President Buckley said he believes this is because of the large number of online courses offered during the summer.

Executive Vice Chancellor Blackwood said the financial aid refunding and payment plan processing by Sallie Mae was purchased by Higher One, which will not keep the Sallie Mae refunding plan in place through the next academic year. Because the District does not want students to have to change their systems in the middle of an academic year, the decision was made to drop Higher One starting with the fall semester. The District will be taking the financial aid back in-house. The District is making an extensive effort to encourage students to have bank accounts so that they can use direct deposit. Letters or emails were sent to 15 local banks, inviting them to staff tables at the three Colleges during the two weeks before and the first week of school; the banks are enthusiastic and will be ready to open accounts for any student who wishes to do so. Chancellor Galatolo reminded the Board that Higher One was in the news within the past year for charging fees to students for their financial aid. The Board had asked if the District used Higher One. They were informed that the District used Sallie Mae.

District Academic Senate President Bennett said the Performance Evaluation Task Force (PETF) is performing beta testing this summer on the student evaluation form for all online courses. She said this will provide information to help assure that the form is viable for both face-to-face and online instruction. President Bennett thanked PETF faculty members Tania Beliz, Nina Floro, Elizabeth Terzakis and Lezlee Ware, along with administrators Regina Stanback Stroud and Harry Joel.

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

None

#### **NEW BUSINESS**

##### **APPROVAL OF THE MINUTES OF THE STUDY SESSION OF JULY 10, 2013 (13-7-4)**

It was moved by Trustee Mandelkern and seconded by Trustee Holober to approve the minutes of the study session of July 10, 2013. The motion carried, all members voting "Aye."

##### **APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (13-7-1A)**

It was moved by Vice President Miljanich and seconded by Student Trustee Latt to approve the actions in Board Report No. 13-7-1A. The motion carried, all members voting "Aye."

##### **APPROVAL OF RESOLUTION NO. 13-9 REGARDING EMPLOYER PAID MEMBER CONTRIBUTIONS TO THE CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM (13-7-3A)**

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to adopt Resolution 13-9. The motion carried, all members voting "Aye."

#### **APPROVAL OF CONSENT AGENDA**

President Schwarz said the Consent consists of the following reports:

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|----------|--|
| 13-7-1CA | Approval of Budgetary Transfers for the Period Ending May 31, 2013 and Adoption of Resolution No. 13-10 Authorizing Budget Transfers for 2012-13 |
|----------|--|

13-7-2CA Disposition of District Records  
 13-7-3CA Declaration of Surplus Property

It was moved by Vice President Miljanich and seconded by Trustee Holoher to approve the items on the consent agenda. The motion carried, all members voting "Aye."

### **Other Recommendations**

#### **APPROVAL OF 2013 SELF EVALUATION REPORTS – CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (13-7-1B)**

It was moved by Vice President Miljanich and seconded by Student Trustee Latt to approve the reports as detailed in the report. Vice President Perkins said the Colleges are pleased to present the final reports for accreditation by the Accrediting Commission for Community and Junior Colleges (ACCJC). She said the reports were posted on each College's website last Friday and are available to the public.

Trustee Mandelkern said a question was raised at the July 10 study session about the wording on Student Learning Outcomes in the College of San Mateo report. Vice President Hughes said the report was corrected based on the Board's recommendation. Trustee Mandelkern asked if Cañada College had added any areas of potential improvement to its report; Vice President Richards said no additions were made. Trustee Mandelkern noted that the signed certification page was not included in the Skyline College report; Vice President Perkins said it will be presented for signature tonight and will be added to the report.

Student Trustee Latt said students attending the District Student Council meeting on Monday expressed confidence in the accreditation of the Colleges.

Vice President Hughes publicly recognized and commended recently retired Dr. Susan Estes who served as Accreditation Liaison Officer at College of San Mateo and did an outstanding job.

Vice President Miljanich said she appreciates the hard work done by everyone and said she feels confident about the outcome. She said the District is fortunate to have a high caliber of faculty, staff and students who contributed. President Schwarz agreed, stating that the District is fortunate to have the best and brightest.

After this discussion, the motion carried, all members voting "Aye."

#### **ADOPTION OF RESOLUTION NO. 13-11 FOR THE REORGANIZATION OF THE PACIFICA SCHOOL DISTRICT, JEFFERSON UNION HIGH SCHOOL DISTRICT, SAN BRUNO PARK ELEMENTARY SCHOOL DISTRICT, AND SAN MATEO UNION HIGH SCHOOL DISTRICT (13-7-100B)**

It was moved by Trustee Holoher and seconded by Vice President Miljanich to approve the adoption of Resolution No. 13-11. The motion carried, all members voting "Aye."

#### **ADOPTION OF RESOLUTION NO. 13-2 (AMENDED) ELECTING TO RECEIVE TAX REVENUE PURSUANT TO FORMER HEALTH AND SAFETY CODE SECTION 33676 (a) (2), MILLBRAE (13-7-101B)**

It was moved by Vice President Miljanich and seconded by Trustee Holoher to approve the adoption of Resolution No. 13-2 (Amended). The motion carried, all members voting "Aye."

#### **ADOPTION OF RESOLUTION NO. 13-12 ENDORSING IMMIGRATION REFORM AND ADOPTION OF A FEDERAL DREAM ACT (13-7-102B)**

It was moved by Vice President Miljanich and seconded by Trustee Holoher to approve the adoption of Resolution No. 13-12. Vice President Miljanich said she believes it is important to support these efforts. President Schwarz said she was given a sample resolution at a Bay 10 dinner; she thanked staff for tailoring the resolution to reflect the values of the District. Trustee Mandelkern said he believes all students, regardless of their documentation status, should have the opportunity to achieve their educational goals. He said he does not believe in holding children responsible for any actions their parents may or may not have taken. He said there are many students who have spent the majority or all of their lives in this country, have attained high school degrees, are going on to college, and will become productive members of society in the United States. Trustee Mandelkern said he believes they should be supported and encouraged in that activity and that is why he is strongly in favor of this resolution. President Schwarz concurred. She said she had the privilege of serving on a scholarship committee in the past and witnessed the heartbreak of some students who had come

to the point of attending college and were stopped because of their status. After this discussion, the motion carried, all members voting "Aye." A copy of the resolution will be sent to elected representatives.

#### **ADOPTION OF RESOLUTION NO. 13-13 REGARDING BOARD ABSENCE**

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the adoption of Resolution No. 13-13. The motion carried, with Trustee Holober abstaining and all other members voting "Aye."

#### **ACCEPTANCE OF GRANT FUNDS FROM THE CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE, ECONOMIC AND WORKFORCE DEVELOPMENT DIVISION DEPUTY SECTOR NAVIGATOR: RETAIL HOSPITALITY/TOURISM/LEARN & EARN SECTOR, AND AUTHORIZATION TO EXECUTE GRANT AGREEMENT (13-7-104B)**

It was moved by Trustee Mandelkern and seconded by Student Trustee Latt to accept the grant funds as detailed in the report. The motion carried, all members voting "Aye."

#### **ACCEPTANCE OF GRANT FUNDS FROM THE CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE, ECONOMIC AND WORKFORCE DEVELOPMENT DIVISION DEPUTY SECTION NAVIGATOR: GLOBAL TRADE & LOGISTICS SECTOR, AND AUTHORIZATION TO EXECUTE GRANT AGREEMENT (13-7-105B)**

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to accept the grant funds as detailed in the report. The motion carried, all members voting "Aye."

#### **INFORMATION REPORTS**

##### **REVISIONS TO BOARD POLICIES AND ADMINISTRATIVE PROCEDURES, CHAPTER 7 (13-7-2C)**

A report was presented by Cañada College Vice President of Student Services Robin Richards, College of San Mateo Vice President of Student Services Jennifer Hughes, and Skyline College Vice President of Student Services Joi Blake. They discussed the background that led to the decision to revise Chapter 7 in a systematic manner and the participatory governance process that was employed to make sure that the policies and procedures were well-vetted. A graph was included in the board report which is useful in tracking changes, additions and deletions while reviewing the policies and procedures. The revisions will be presented for Board action at the August 14 meeting.

Trustee Holober asked if the rankings for priority registration, as listed in Administration Procedure 7.38.1, are based on the Education Code or other law. Vice President Richards said enrollment priorities are defined in Title 5.

Trustee Mandelkern thanked the group for separating policies and procedures. He said it is the Board's role to set policy, with the expectation that administration will implement procedures to carry out the policies. President Schwarz thanked everyone involved for their hard work and noted that it was done quickly and efficiently.

#### **COMMUNICATIONS**

President Schwarz said that since the last regular meeting, the Board received one email regarding KCSM-TV. A letter was sent on behalf of the Board to College of the Canyons Chancellor Dianne Van Hook congratulating her for her 25 years of service at the College.

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

Vice President Miljanich said she and Barbara Christensen attended the San Mateo County Board of Supervisors meeting yesterday. One of the issues discussed was transportation and Measure A funds that could be used for Paratransit. Vice President Miljanich said that, with scarce resources, it is critical to make sure the District's interests are considered.

Student Trustee Latt said a District Student Council meeting was held on Monday. The Council is currently reviewing its bylaws that were written last year and will allow newly elected members to provide input. One of the goals of the Council is to have a Districtwide student event; some ideas suggested to date include inviting candidates for the Board of Trustees to meet with students on campus and a Districtwide Movie Fest. Student Trustee Latt said he will attend an Associated Students of College of San Mateo event this week and will attend the Student Trustee Workshop in August. He said he is running for the position of student member of the California Community College Trustees (CCCT) Board of Directors.

Trustee Holober said he appreciates President Buckley's report regarding the load factor and applauds the numbers achieved.

Trustee Holober said he received a letter via email which was addressed to President Schwarz; copies were sent to District administrators. The letter was signed by 32 Cañada College employees and one Skyline College employee. It expressed concerns and allegations regarding Trustee Holober's and Trustee Mandelkern's conduct at the June 17 meeting of the Board. Trustee Holober said he discussed the issue of responding to the letter with Chancellor Galatolo. He said that, as the Colleges face accreditation, he was concerned with the tone of the letter and did not want to add to any issues by responding. Chancellor Galatolo did not believe that responding to the letter was a concern. Trustee Holober said he informed President Schwarz of his intention to respond.

Trustee Holober said he responded to those who signed the letter and invited them to meet with him. Through President Buckley, he arranged to have a classroom at Cañada College made available for two meeting dates to accommodate different schedules. The meetings dates were last Thursday at 1:00 p.m. and today at 4:00 p.m. Two signers attended the meeting today and one responded that he would be out of town but appreciated the invitation.

Trustee Holober said he believes the allegations of misconduct by himself and Trustee Mandelkern are serious matters. He said he believes that anyone has a right and duty to confront his accusers and have them provide evidence to back up their accusations. He said he is very disappointed that most of the signers of the letter did not respond or come to meet with him.

Trustee Mandelkern said he has not yet responded to the letter but intends to do so. He said he is disappointed in the ad hominem attack on Trustee Holober and himself. He said that name calling and accusatory attacks are rarely successful strategies.

Trustee Mandelkern said two items in the news could have an effect on the District:

1. The Lawyers' Committee for Civil Rights has engaged with the Sequoia Union High School District regarding the district's policy of at-large elections. The concern is that the community of East Palo is underrepresented and they would like to see a change in the way trustees are elected to better provide representation.
2. An article that Trustee Holober forwarded to the Board, and a number of other recent articles, regarding Udacity and the concept of Massive Open Online Courses (MOOCs) in relation to the pilot project at San Jose State University. Trustee Mandelkern said that as discussions continue regarding MOOCs and distance learning, the Board should be aware of what is occurring with the San Jose State University experiment.

Trustee Mandelkern said he looks forward to attending the Districtwide Opening Day event and the New Faculty Luncheon at College of San Mateo.

President Schwarz said she forwarded the article on MOOCs at San Jose State University to Chancellor Galatolo and asked him to share his response. Chancellor Galatolo said he was surprised by the article, which reported that San Jose State had dropped a number of the Udacity courses and that there was a high failure rate in final exams. He said he spoke with San Jose State President Mo Qayoumi on another topic approximately one and one-half weeks prior to the article being published. President Qayoumi reported that the Udacity pilot was going well, with tens of thousands taking courses, and that they were expanding the courses. Trustee Holober said the article reported that students taking for-credit courses number in the hundreds; he said there may be a two-track program and the problem may be occurring with the students taking the for-credit courses. Chancellor Galatolo said he will seek clarification from President Qayoumi and will keep the Board informed.

President Schwarz said she attended the Foundation meeting and reported that they are working on the annual campaign. President Schwarz said she had the impression from the accreditation reports that the procedures for evaluating faculty were complete. District Academic Senate President Bennett said the procedures are not complete but are being worked on and evidence of progress can be shown for accreditation. President Schwarz said she and Vice President Miljanich will attend the CSEA Convention. President Schwarz congratulated Vice Chancellor Harry Joel on his upcoming marriage.

**RECESS TO CLOSED SESSION**

President Schwarz announced that during Closed Session, the Board will (1) consider the personnel items listed as 1A, 1B and 1C on the printed agenda and (2) hold a conference with agency labor negotiator Harry Joel; the employee organizations are AFSCME, AFT and CSEA.

President Schwarz said the next meeting of the Board will be a regular meeting on August 14 at 6:00 p.m. in the District Board Room. There will be only one meeting in August.

The Board recessed to Closed Session at 7:20 p.m. and reconvened to Open Session at 8:40 p.m.

**CLOSED SESSION ACTIONS TAKEN**

President Schwarz reported that at the Closed Session just concluded, the Board considered the personnel items listed on the printed agenda and voted 4-0 to approve the items listed as 1A, 1B and 1C.

**ADJOURNMENT**

It was moved by Trustee Mandelkern and seconded by Vice President Miljanich to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 8:45 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the August 14, 2013 meeting.

Patricia Miljanich  
Vice President-Clerk