

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
November 12, 2013, San Mateo, CA**

The meeting was called to order at 6:06 p.m.

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

Others Present: Chancellor Ron Galatolo, Skyline College President Regina Stanback Stroud, College of San Mateo President Michael Claire, Cañada College President Larry Buckley

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES

It was moved by Vice President Miljanich and seconded by Student Trustee Latt to approve the minutes of the Study Session of October 9, 2013. The motion carried, with Trustee Mandelkern abstaining and all other members voting "Aye."

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the minutes of the Regular Meeting of October 23, 2013. The motion carried, all members voting "Aye."

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Chancellor Galatolo congratulated Trustee Holoher on his reelection to the Board.

Skyline College President Stanback Stroud said a reception was held on October 29 for the opening of the Allensworth Exhibition. The Exhibition was brought on campus through a partnership with the African-American Museum and Library of Oakland and the African Diaspora Program at Skyline College. President Stanback Stroud said Gloria Ladson Billings recently spoke at Skyline College and Dr. Tricia Rose will present "Hip Hop Wars" on November 14.

College of San Mateo President Claire said the spring schedule has been published and he continues to receive positive comments from community members about its revised format. A number of activities were held at the College this week in honor of Veterans Day and veterans will be honored at the last home football game of the season on November 16. On November 13, Ethnic Studies Professor Rudy Ramirez will present "Sounds from the Streets," a tribute to Santana.

Cañada College President Buckley said the women's golf team completed the regular season undefeated and all team members earned all-conference honors. The team won the Northern California regional tournament and will play for the state championship on November 18-19. As part of Veterans Appreciation Week, the Veteran Resource and Opportunity Center sponsored an "Eat and Greet" pizza party today. A lecture titled "Ten Things You Should Know about Veterans" will be presented tomorrow. President Buckley said approximately 500 high school students and their parents attended the recent College Night, which is a collaboration between Cañada College and the Sequoia Union High School District.

District Academic Senate President Bennett attended the Academic Senate for California Community Colleges Fall Plenary. Speakers included Martha Kanter, former Undersecretary of Higher Education, and Vice Chancellor Patrick Perry of the State Chancellor's Office. Leaders of the Accrediting Commission for Community and Junior Colleges (ACCJC) presented proposed changes to Accreditation Standards II and IV.A and solicited feedback. Other topics included professional development and leadership.

Alaa Aissi, President of the Associated Students of Cañada College (ASCC), said ASCC participated in the 4th of July Parade in Redwood City; they won a prize for outstanding float and the prize money will be used for scholarships. ASCC's emphasis this year is on creating awareness of student government through use of social media. ASCC created a new monthly Student Life newsletter which includes dates of upcoming events and information on how to get involved on campus. There is a student representative on every committee at the College and District levels. There has been an increase in the number of student IDs distributed. The ID Office was moved into the Center for Student Life, leading to

an increase in the number of visitors to the Center and saving the department nearly \$12,000 in staffing. The ASCC Game Room has seen an increase in activity after adding a ping pong table and new games and movies. The Inter-Club Council has also seen a rise in participation, with three new clubs this semester. A Programming Board has been created to provide an opportunity for more students to be involved in campus events. ASCC fall events included a six-part Welcome Back Bash; Cupcakes and Constitutions; Fall Leadership Retreat; Center for Student Life Open House; attendance at statewide conferences; Halloween Haunted Carnival; Dia de los Muertos; and Campus Movie Fest. ASCC leaders led campus tours for the accreditation team visiting the campus; one member of the team said ASCC was the most impressive student government he has ever seen. President Schwarz thanked Ms. Aissi for her presentation. She said Ms. Aissi is a shining star in the Cañada Middle College. Student Trustee Latt commended Ms. Aissi for her presentation. He added that the two new ASCC senators represented the College well at the Student Senate General Assembly.

BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES: “WRITING IN THE END ZONE” PROGRAM AT COLLEGE OF SAN MATEO (13-11-1C)

Gary Dilley, Interim Vice President of Instruction at College of San Mateo, said Writing in the End Zone (WEZ) is a learning community that brings together athletes and the Language Arts Division. He said a change in focus and self-definition is being accomplished as students work closely with faculty and begin to make the transition from athlete to student-athlete. He acknowledged Dean Sandra Stefani Comerford and Dean Andreas Wolf for their cooperation in helping the program flourish.

James Carranza, Professor of English, introduced English Professors Teeka James, Jon Kitamura and Anne Stafford; Head Football Coach Bret Pollack; and Assistant Football Coach Tim Tulloch. Professor Carranza said Vice President Dilley was Athletic Director when he and Professor James first approached him about the program in 2004.

Professor James said WEZ started with English 828, the lowest entry level course. She said the objective of the program is academic acculturation; components are:

- Facilitate the transformation from athlete-student to student-athlete
- Acknowledge challenges that student-athletes face
- Encourage student-athletes to recognize that they belong in the academy

Professor Kitamura described additional components:

- Provide opportunities for these students to have a “voice” in the academy
- Create assignments that enable student-athletes, initially, to draw upon personal knowledge and expertise
- Develop productive academic “habits” in conjunction with reading, writing, and critical thinking skills

Professor Carranza said most of the teachers involved in WEZ attend football games and workouts to get to know the student participants. Coaches also attend classes on Fridays. Professor Carranza said the transformation from athlete to student-athlete is tracked through academic and athletic achievement; successful AA/AS completion and transfers to four-year institutions; and athletic scholarships. He presented charts showing that success rates are increasing and withdrawal rates are decreasing for WEZ students in English 838, including African American and Pacific Islander students who had been the lowest achieving athletes. Success and withdrawal rates have also improved for WEZ students in English 100 which is a transfer level course and students are staying in English 100 at higher rates. Professor James said this is due partly to football players feeling more comfortable in the classroom.

Coach Pollack discussed the interdependence of athletics and academics. He said that as success rates of teams grew, there was a corresponding jump in classroom performance. There have been increases in the number of student-athletes and scholarships, as well as in team GPAs in core courses, course completion, AA/AS degrees and mid-year transfers. Professor Carranza said teamwork and collaboration are key elements, as working together creates success.

Vice President Miljanich said the data shows the success of the program; she said WEZ is an amazing program and she appreciates the work of everyone involved.

Trustee Mandelkern said everyone involved in WEZ is to be commended. He asked if any other colleges have been successful in instituting similar programs. He also asked if there is any thought to instituting a similar program for groups other than athletes and if there is thought to expanding to other core courses such as math. Professor Carranza said he is

not aware of similar programs at other colleges. Coach Pollack said this type of program must have the right group of personnel. He said success is not contingent on the subject of the class, but rather on teachers and coaches who care.

Trustee Holober said WEZ is an exciting program. He asked if participating students are required to sign a contract, a sample of which was distributed to the Board. Professor Carranza said the contract is a promise to participate in the program and abide by rules that are the same in academics and athletics. Coach Pollack said students are exposed to the program in the recruiting presentation and it comes up again when they are advised about classes. Not all football players participate in the program, but more opt in than not.

President Schwarz said she appreciates what has been accomplished through WEZ. She said the cooperation between the English Department and Athletics has produced incredible results.

Professor Stafford said WEZ was Professor James' brainstorm and Professors James and Carranza got the program going. She said coaches and faculty support each other and the students see a united front. Professor Stafford said it is very challenging but fun and everybody wins.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

None

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (13-11-1A)

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the actions in Board Report No. 13-11-1A. The motion carried, all members voting "Aye."

APPROVAL OF CONSENT AGENDA

President Schwarz said the consent agenda consists of board reports 13-11-1CA, Denial of Claim Against the District by Jaqueline De Fazio, and 13-11-2CA, Acceptance of Gifts by the District. It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the consent agenda. In response to a question from Trustee Mandelkern, Chancellor Galatolo explained that claims are routinely denied and then referred to the insurance company which handles claims, including late claims. The motion to approve the consent agenda carried, all members voting "Aye."

Other Recommendations

ADOPTION OF RESOLUTION NO. 13-15 REGARDING BOARD ABSENCE (13-11-100B)

It was moved by Vice President Miljanich and seconded by Trustee Holober to approve the adoption of Resolution No. 13-15. The motion carried, with Trustee Mandelkern abstaining and all other members present voting "Aye."

INFORMATION REPORTS

ACCREDITATION UPDATE (13-11-2C)

Chancellor Galatolo said the District site visit team will likely issue two recommendations: (1) the Board needs to spend more money on Board training and attend more conferences, and (2) the District needs to develop a systematic process to evaluate District services. Regarding the first recommendation, President Schwarz said she explained to the team that the Board believes in leading by example; when others were not going to conferences because of budget cuts, it was deemed inappropriate for the Board to act differently. Vice President Miljanich said one team member challenged that assertion, believing that the District has not been through financial hardship. Chancellor Galatolo said he does not anticipate sanctions against the District.

Skyline College President Stanback Stroud said that during forums and the exit interview, the team commended the College on: the morale and enthusiasm that is palpable and infectious; civility and respect; commitment to learning; students-first philosophy; shared vision of social justice, integrity, diversity and access; spirit of innovation and creativity; and compassion. The team chair also recognized President Stanback Stroud for her visionary leadership. Skyline College President Stanback Stroud said some site visit team members asked for evidence that had already been provided in Skyline College's report.

President Stanback Stroud said the team made suggestions and recommendations, including:

- provide an alignment chart linking the plans to the standards
- develop a systematic assessment of the resource allocation cycle
- insure that all distance education classes have regular and substantive contact with students; contact is not considered substantive if it is initiated by the student (President Stanback Stroud noted that 75% of the classes the team looked at are distance education classes, while only 2% of enrollment is in distance education)
- adhere to a schedule of regular performance evaluations of part-time faculty

Trustee Holober asked if the comments by the team as described by President Stanback Stroud were verbal. President Stanback Stroud said they were. A draft report will be provided in November and the final written report will be issued in January. In response to a question from Vice President Miljanich, President Stanback Stroud confirmed that the Colleges will have an opportunity to offer corrections of factual statements. Trustee Mandelkern said he understands that there was a question by a team member regarding a trustee's membership on the Skyline College President's Council. President Stanback Stroud said the intent of the question was to discover whether the board member attempts to interfere with the operations of the College. She said she explained that Trustee Mandelkern was a member of the President's Council before becoming a trustee and explained his role as a member of the Council. She said the team also wanted to know whether Chancellor Galatolo attempts to interfere with the operations of the College and about the College's relations with the District in general. President Schwarz said she attended the exit interview at Skyline College and heard nothing but praise for the College.

College of San Mateo President Claire said some site visit team members had not read the College's report fully and were not as prepared as they should have been. He said commendations from the team included: positive teaching and learning environment; collegial environment; beautiful facilities; and the Diversity in Action Group having input as part of the Institutional Planning Committee. President Claire explained that there are two types of recommendations: (1) recommendations to meet the standard, and (2) recommendations to improve, meaning the standard has been met but some things could be done better. He said he believes there will four recommendations, all of which are recommendations to improve. The recommendations regard:

- follow-through on planning
- assessment of the Learning Center and distance education
- implementation of the revised administrative services program review
- making sure Student Learning Outcomes are defined for all certificates

Cañada College President Buckley said it appeared that there was difficulty finding members for the site visit team; one member was on the last site visit team for Cañada College, which is generally not allowed. The College received four commendations: inclusive environment – broad participation of faculty, staff and students; high level of student engagement, specifically acknowledging Alaa Aissi and Misha Maggi; collaboration among faculty, students and classified staff; and the Center for Innovation and Excellence in Teaching and Learning for providing opportunities for professional development. The team made three recommendations:

- better recording of robust dialog on resource allocation (should be documented in minutes)
- better recording of resource allocation outcomes
- develop a process to ensure that course outlines of records are updated within the prescribed six-year cycle

Trustee Holober asked how the outlines of records are developed. President Buckley said they are within the purview of faculty and, therefore, are created and updated by faculty.

President Buckley said Pam Luster, President of San Diego Mesa College and team chair, said Cañada College met and exceeded standards in all eight recommendation areas from the last accreditation visit.

Trustee Mandelkern asked the presidents if any team members visited a classroom to watch instruction taking place. Sarah Perkins, Vice President of Instruction at Skyline College, said instructions were given at the last Chief Instructional Officers meeting to not go into classrooms. Chancellor Galatolo said this was not the case a decade ago when team members were encouraged to go into classrooms to see if effective teaching and learning was taking place.

Student Trustee Latt asked if there is a system for feedback and communication with the Commission. President Claire said colleges have the opportunity to provide feedback to the Commission regarding the team, team chair and quality of the visit. President Buckley said that colleges are allowed to have representatives wait outside the meeting room when

the Commission reviews the reports provided to them. These representatives would be available to respond to requests for clarification from the Commission.

President Schwarz said everyone involved at the Colleges and District is to be commended. Chancellor Galatolo said he was told by Dr. Carroll that she and the three team chairs for the Colleges were very impressed by the reports they received.

DISCUSSION OF RESOLUTION REGARDING THE ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES (ACCJC) (13-11-3C)

President Schwarz said she was given a sample resolution by Dan Kaplan, AFT Executive Secretary, which she and District staff modified. Board discussion included: the goal of the resolution and how/where it would be used; whether to separate the issue of the sanction against City College of San Francisco (CCSF) from broader issues contained in the resolution; and the timing of possible adoption of a resolution. District Academic Senate President Bennett said faculty at the state level talked about separating the CCSF issue from broader ACCJC issues such as modeling effective self-evaluation practices and transparency. They also considered whether including the CCSF issue in a resolution might be unfair to other colleges that have received sanctions. After discussion, the Board agreed to take time to possibly modify and refine a resolution. They will review the State Academic Senate's resolution, which should be finalized next week, and a statement being prepared by faculty at College of San Mateo. Chancellor Galatolo suggested that Board members send their input to Barbara Christensen, Director of Community/Government Relations, who will incorporate suggestions and bring a proposed resolution to a future Board meeting. Trustee Holober said the Board does not take issue with Chancellor Galatolo's outspokenness on this matter.

Student Trustee Latt said the Student Senate for California Community Colleges has taken a position advocating an investigation of ACCJC practices.

COMMUNICATIONS

Trustee Mandelkern said Board members received a letter from Greg Fontana of Half Moon Bay regarding farmers, ranchers and the Humane Society of the United States.

STATEMENTS FROM BOARD MEMBERS

Student Trustee Latt said the Associated Students at the three Colleges will sponsor a *Women in Leadership Town Hall* on December 4 and he will forward information on the event to the Board.

Trustee Mandelkern congratulated Trustee Holober on his reelection and noted that Reuben Holober was elected to a seat on the Millbrae City Council. Trustee Mandelkern also congratulated Tom Mohr on his election to the Board and said he looks forward to serving with him. Trustee Mandelkern attended the grand opening of the electric vehicle charging stations which included a rally from Skyline College to College of San Mateo and Cañada College. He also attended the reception at Skyline College for the Allensworth Exhibit. He said Allensworth Park, located between Fresno and Bakersfield, is an interesting place to visit as it provides a history of the visionary leader Allen Allensworth.

Trustee Holober expressed thanks to the voters of San Mateo County for his reelection. He congratulated Tom Mohr on his election and said he looks forward to him joining the Board. Trustee Holober said he will attend the Community College League of California convention in Burlingame next week.

President Schwarz congratulated Trustee Holober and said she will welcome Tom Mohr in December. President Schwarz said she helped cut the ribbon for the grand opening of the electric vehicle charging stations and enjoyed riding in electric cars for the rally. President Schwarz attended *A Taste of San Mateo* in the College Center at College of San Mateo and said attendees were impressed with the facility. President Schwarz displayed coasters made from wood salvaged from the College of San Mateo College Center project; they were made by a former employee in the Construction Planning Department who was project manager, and were sent to President Schwarz by his wife.

RECESS TO CLOSED SESSION

President Schwarz announced that during Closed Session, the Board will consider the personnel items listed as 1A and 1B on the printed agenda.

The Board recessed to Closed Session at 9:05 p.m. and reconvened to Open Session at 10:15 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 and 1B.

ADJOURNMENT

It was moved by Trustee Holober and seconded by Trustee Mandelkern to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 10:17 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the December 11, 2013 meeting.

Patricia Miljanich, Vice President-Clerk