

**Minutes of the Study Session of the Board of Trustees  
San Mateo County Community College District  
July 12, 2017, San Mateo, CA**

**The meeting was called to order at 5:00 p.m.**

**Board Members Present:** President Thomas Mohr, Vice President Richard Holoher, Trustee Maurice Goodman, Trustee Dave Mandelkern, Trustee Karen Schwarz

**ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION**

President Mohr said that during closed session, the Board will (1) hold a conference with legal counsel regarding three cases of existing litigation and two cases of potential litigation as listed on the printed agenda, (2) hold a conference with agency labor negotiator Kathy Blackwood; the employee organization is AFT, (3) conduct public employee performance evaluations as listed on the printed agenda, (4) discuss public employee contract renewals as listed on the printed agenda, and (5) consider public employee discipline, dismissal, release.

**STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY**

None

**RECESS TO CLOSED SESSION**

The Board recessed to closed session at 5:00 p.m.

**RECONVENE TO OPEN SESSION**

The Board reconvened to open session at 6:03 p.m.

**Board Members Present:** President Thomas Mohr, Vice President Richard Holoher, Trustee Maurice Goodman, Trustee Dave Mandelkern, Trustee Karen Schwarz, Student Trustee Alfredo Olguin Jr.

**Others Present:** Executive Vice Chancellor Kathy Blackwood, Skyline College President Regina Stanback Stroud, College of San Mateo Vice President of Student Services Kim Lopez, Cañada College President Jamillah Moore

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

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

José Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations, introduced two new Public Safety Officers. Christina May is stationed at Cañada College and Zorie Gomez is stationed at College of San Mateo.

**NEW BUSINESS**

**APPROVAL OF PERSONNEL ITEMS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (17-7-1A)**

It was moved by Vice President Holoher and seconded by Trustee Schwarz to approve the actions in the report. The motion carried, all members present voting Aye.

**STUDY SESSION**

**DICUSSION OF STUDENT MENTAL HEALTH SERVICES (17-7-1C)**

Kim Lopez, Vice President of Student Services at College of San Mateo, introduced her fellow presenters: Gena Rhodes, full-time personal counselor at Cañada College; Phillip King, Interim Vice President of Student Services at Cañada College; Max Hartman, Director of the Disability Resource Center at Cañada College; Makiko Ueda, full-time personal counselor at College of San Mateo; Luis Escobar, Dean of Counseling, Advising and Matriculation at Skyline College; and Amory Cariadus, Director of Student Development and Supervisor for Health and Psychological Services at Skyline College.

Vice President King said research conducted by the University of Maryland School of Medicine indicates that the mental health needs of successive generations of students have increased over time and the number of students taking psychotropic drugs has also increased. In 2015, the Center for Collegiate Health conducted a survey of Student Affairs administrators around the country. Sixty-six percent said mental health is the top concern when they think about serving students. They reported a thirty percent increase in depression, anxiety and stress among students over the last ten years. Vice President King said that in California, suicide is the second leading cause of death among students and is at a 30 year high. He said that Proposition 63 increased funding, personnel and other resources to support mental health services. The proposed activities focus on three key areas: staff training, peer group support and suicide prevention.

Vice President Lopez said each College offers the following services: free short-term personal counseling, crisis intervention, consultations for faculty and staff, mental health and substance abuse assessments, mental health workshops, and community referrals. They also offer online resources for faculty, staff and students, including free access to Kognito training through the State Chancellor's Office.

Dean Escobar said intercampus collaborations include use of the CARES component of the Advocate software system. This component allows members of the college community to report on any students of concern, which frequently includes students with personal and/or mental health issues. The information is viewable by appropriate personnel at all three Colleges. Dean Escobar said that at each College, Psychological Services collaborates regularly with programs and services across the campus. Each campus has also engaged in training for faculty and staff.

Vice President King reviewed the mental health services at Cañada College. He said the Personal Counseling Center is staffed by one licensed full-time tenure-track faculty and one licensed adjunct faculty for a total of 40 hours per week. In addition, the College has three interns/trainees every academic year for a total of approximately 35 hours per week. During the 2016-17 academic year, a total of 243 students accessed Personal Counseling Center services, a nearly fifty percent increase from the previous year. Outreach activities for students included SafeZone training and stress management. Outreach activities for faculty and staff included Kognito training, self-compassion training, division and campus program meeting outreach presentations, and Personal Counseling Center staff involvement with campus life organizations. Faculty and staff professional development training focused on increasing awareness of mental health concerns, suicide ideation and any personal needs of students. Future plans include more peer-to-peer training and partnerships with the Sequoia Healthcare District. Mr. Hartman said that during the hiring process at Cañada College, academic positions are ranked by the Academic Senate. The need for a full-time personal counselor faculty position was ranked as a top priority and the College was able to hire Ms. Rhodes as a result. He said the classified staff also strongly supports the Personal Counseling Center.

Vice President Lopez reviewed the mental health services at College of San Mateo. She said the Personal Counseling and Wellness Services program is staffed by one full-time faculty who is a licensed marriage and family therapist. In addition, the program has six intern counselors who provide a total of approximately 70 hours per week of services. The College also has a Peer Educator program staffed by four trained students under the supervision of the mental health educator. During the 2016-17 academic year, a total of 275 students accessed Personal Counseling services. A total of 944 hours of direct counseling services were provided, a nearly thirteen percent increase from the previous year. Outreach activities for students included acting in an advising role for the Active Minds Club and outreach to campus-based programs. Outreach activities for faculty and staff included presentations on QPR (Question/Persuade/Refer) suicide prevention training and presentations on domestic violence. In addition to suicide assessment and prevention, faculty and staff professional development training topics included internet addiction and narrative psychotherapy. Future plans include strengthening the peer educator training program and finding ways to continue to recruit qualified interns, e.g. offering nominal stipends.

Dean Escobar reviewed the mental health services at Skyline College. He said Psychological Services is staffed by three adjunct faculty members (1.8 FTE) who are licensed marriage and family therapists, offering 54 hours per week. During the 2016-17 academic year, 257 students accessed personal counseling services, a seven percent increase from the previous year. A total of 882 individual student counseling sessions, urgent/crisis sessions and faculty and staff consultations were conducted. Outreach activities for students included depression and anxiety awareness and dating violence. Outreach activities for faculty and staff included presentations on domestic violence, suicide intervention skills and depression awareness. Faculty and staff professional development trainings included applied suicide intervention skills training and training on trauma-informed classrooms. Future plans include establishing student support groups, hiring Psychological Services interns and teaching mental health-based courses.

Trustee Mandelkern asked why Skyline College uses three part-time counselors while the other two campuses have at least one full-time counselor. Dean Escobar said Skyline College is in the midst of securing a full-time counselor. He said the College went through the faculty priority process and this position was named a high priority. President Stanback Stroud outlined the process and said a full-time position is included in the budget allocation for this year. In response to a question from Trustee Mandelkern, Ms. Cariadus said some of the part-time counselors have private practices and some work with other organizations in the County in a part-time capacity.

Trustee Schwarz asked Ms. Cariadus how long she has been supervising Health Services as well as working with the Associated Students. Ms. Cariadus said that as part of a reorganization three years ago, her title was changed to Director of Student Development and supervision of the Health Center became part of her duties. Trustee Schwarz said this seems like a natural fit.

Trustee Schwarz said the services offered at the Colleges are very impressive and fill a great need. She asked if the increased use of the services at all of the campuses might be due to societal issues or to increased knowledge of the availability of services. Ms. Ueda said she believes both of these factors play a role. She said there is an increase in stress and anxiety and also an increase in outreach activities. Trustee Schwarz asked if international students are accessing the services. Ms. Ueda said they are finding and using counseling services. President Stanback Stroud said she believes students are increasingly using counseling services because there is less and less stigma associated with seeking services. She said there is awareness by educational practitioners that these services are just as important as the instruction students receive and there is an increased emphasis on collaboration between Instruction and Student Services. She said there is also an increase in self-agency among students.

Trustee Mandelkern thanked each presenter for all they do for students. He said he is pleased to see a continuing focus on the issue of mental health. He asked if there are plans to offer services to evening students. Ms. Ueda said College of San Mateo offers services until 6:00 or 7:00 p.m. for students who can come early to class. Ms. Rhodes said services are available at Cañada College until 6:30 p.m. two nights per week. Mr. Hartman said that when students request appointments, staff asks when they are available and make appointments accordingly. Ms. Cariadus said Skyline College offers services until 6:30 p.m. Monday through Thursday and students make appointments during these times.

President Mohr said it is widely accepted that mental health problems are more common among community college students than university students because community college students tend to be from underserved and underrepresented populations and are under considerable stress. He cited research indicating that almost forty-two percent of students suffered a serious form of anxiety during the course of an academic year, thirty-six percent reported periods of depression, and thirty-seven percent had problems with relationships. President Mohr said all of these issues affect the educational process in a major way.

President Mohr asked if resources are adequate. President Moore said the Colleges have emergency resources for students who are in crisis. She said services are made available to students at the times they say they can come, but more resources could be used to have counselors/interns available around the clock. Dean Escobar said it is recommended that there be one mental health provider for every 1,500 students. He said the Colleges could work to move toward that ratio. Chancellor Galatolo said he was pleased to see that although the Governor's budget proposal did not include funding for mental health services, the Budget Conference Committee recommended a small amount, showing some recognition of the need for services.

President Mohr asked if the Colleges work together. President Moore said many students attend classes at more than one campus and when a student is in crisis, the Colleges rally together immediately. Trustee Mandelkern asked if the Colleges share ideas and best practices on a routine basis. Ms. Rhodes said the Colleges are collaborating more now than in the past. She recommended that regular meetings be established throughout the semester.

President Mohr asked if the Colleges have applied for funds set aside through Proposition 63. Vice President Lopez said she will look into this question.

Trustee Mandelkern asked what is being done to reach out to external resources in the community, particularly with regard to veterans. Dean Escobar said a recently hired adjunct faculty member's time is dedicated to working with veterans and foster youth. Ms. Cariadus said this faculty member works with the San Mateo County Veterans Service Office. She said the other two counselors are connected with the community and are able to refer students to appropriate resources and also to bring in experts to conduct professional development.

Student Trustee Olguin said it would be interesting to hear how the Dream Center, Multicultural Center, transportation initiative and extended hours initiative tie into mental health services. He said he believes that the food pantries and SparkPoint Centers are excellent resources for students who need them. Student Trustee Olguin asked how students find out about the mental health services that are available on the campuses. Ms. Ueda said forty percent are recommended by faculty and staff and sixty percent are made aware through presentations in class, posters, website, tabling, etc. Ms. Rhodes said she would like to have a social media presence for personal counseling at each campus. Mr. Hartman said Cañada College changed the name from Psychological Services to the less clinical sounding personal counseling which helped remove some of the stigma associated with seeking mental health services. They also created cards describing all of the services available through Wellness Center and have made the cards available to anyone who has contact with students, including Public Safety staff. Ms. Cariadus said awareness of services at Skyline College has increased due to working with student government on programs and getting students involved as workshop facilitators. Dean Escobar said building relationships between personal counseling faculty and instructional faculty is another important factor. Student Trustee Olguin suggested that information about mental services be included on each course syllabus.

Student Trustee Olguin asked how often students are referred to the Disability Resource Center with regard to mental health services. Mr. Hartman said students are referred often. He said mental health disabilities can severely impact functioning in the classroom.

Student Trustee Olguin asked if mental health services are offered to students who are being suspended or expelled. Ms. Ueda said she sits in on disciplinary hearings and services are offered to College of San Mateo students as needed. Vice President Lopez said services can also be included in behavior contracts and this may help prevent a student getting to a point of suspension or expulsion.

President Mohr said it is clear how important the people involved in mental health services are in students' lives. He said the Board would appreciate hearing from them periodically, especially about how they are working together. He thanked the presenters for their effort, hard work and commitment.

#### **REVIEW OF EXTENDED STUDY HOURS PILOT PROGRAM**

Chief of Staff Mitchell Bailey provided a summary of the pilot program, including hours of operation, location at each campus and student participation averages. He reported that on average, the number of students who utilized the program was low. The highest student participation occurred during the initial two weeks of operation and during the week prior to finals. The peak utilization time was in the 9:00-10:30 p.m. timeframe. Wednesday was the most utilized day and Friday participation was minimal. Mr. Bailey reviewed the personnel expenses associated with the program, including staff, student assistant and Public Safety officer hours. He estimated that on a ten month basis, the cost would be approximately \$180,000.

Mr. Bailey said staff recommends eliminating extended hours on Fridays and reducing or eliminating hours Monday through Thursday. If retaining the program, he said staff recommends:

- have a full schedule of extended hours during midterm/finals weeks only
- enhance marketing/outreach efforts to students
- explore options for additional student services during extended hours, such as tutoring, academic support, exam preparation, writing center, etc.
- determine and fund appropriate staffing structure

Vice President Holober said the major personnel cost is for Public Safety officers. He asked if they are on duty at the same time as the person who is staffing the extended hours facility. Chancellor Galatolo said the Public Safety officers extended their hours from 10:00 p.m. to midnight. He said they are on duty at the time as the classified staff member and are nearby but not actually in the extended hours facility. President Stanback Stroud said the entire institution is closed after 10:00 p.m. and the Public Safety officer on extended duty is able to make decisions in case of emergency.

Vice President Holober asked if the selection of the computer lab/Learning Center is considered the best site. Chancellor Galatolo said proximity to the library might be an important factor. He said the lower utilization at College of San Mateo might be because students have to walk across campus from the library while the locations at Cañada College and Skyline College are in the same building as the library. Vice President Lopez said President Claire believes that many College of San Mateo students choose to use the large dining area in Building 10 or a 24-hour Starbucks which is near the campus. Kristen Parks, Assistant Professor of Political Science at Cañada College, said students were delighted to

have access to the computer lab and printing capability; however, they reported that the space was crowded, loud and not conducive to group study. She said there should be a quiet space and a space where students can work together. President Stanback Stroud said students originally wanted the location to be the dining hall but it was not possible to secure the building in a meaningful way because one staff member would be in charge of a very large space. She said it was also considered important for students to have access to computers and printers.

Trustee Mandelkern said he is pleased to see that staff followed through on this issue which is important to students. He suggested that students' use of the extended hours facilities be tracked and correlated with their success and retention. President Stanback Stroud said it would be difficult to prove cause and effect because the students might be utilizing other services as well.

Trustee Mandelkern said he does not sense that demand is dropping. He said that while the program might be tailored to more accurately meet demand, he would not like to see the entire program cut. Trustee Mandelkern said it might also be possible to tailor Public Safety staffing.

Trustee Goodman asked if the reported cost of Public Safety staffing considered the officer who is already on duty and travels among the campuses. Staff will clarify this issue. There was discussion about whether that officer could be available to help with the extended hours program without compromising the work he/she does regularly.

Vice President Holober said the pilot program was only nine weeks in duration and he believes it is too soon to draw conclusions. He said he agrees that the program should be continued with refinements where it makes sense. He said he has questions about the location and wondered if the dining facilities could be utilized in order to be more conducive to group study. Chancellor Galatolo said this would require additional staffing because the spaces would be significantly larger.

President Mohr said he believes the program should continue with necessary adjustments. He said that having access to computers and printers is essential to students. He said helping students learn how to work together to review, prepare presentations, etc. is also important.

Student Trustee Olguin said one problem has been that WiFi is not available after 11:00 p.m. Annette Perot, IT Support Technician, confirmed that the public WiFi is turned off at that time. Chancellor Galatolo said this issue is resolvable.

Trustee Schwarz said she is in favor of retaining the program and trying to improve it. She said she would like to see more data regarding the times of usage. She said that if the program is not utilized much after 10:00 p.m., the Public Safety staffing issue would be resolved.

Trustee Mandelkern asked Student Trustee Olguin about the response from students. Student Trustee Olguin said that overall, students are happy to have the extended hours but there are issues with transportation. He said he will work with the Associated Students at the campuses to do more advertising.

Trustee Goodman suggested that once costs are narrowed down, Student Trustee Olguin might ask the Associated Students at each College if they would be interested in contributing a modest amount to help cover the costs.

President Mohr said the consensus of the Board is to continue the program with some adjustments. He thanked Mr. Bailey for his presentation and also thanked Professor Parks for her input.

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

Student Trustee Olguin directed the Board's attention to an article in the bilingual newspaper *El Tecolote* titled "Homeless students face real often overlooked hardship." He said he will share the article with the Board. He said he would be interested in discussing what the District can do to help combat homelessness in San Mateo County.

Trustee Mandelkern said he has had similar conversations recently regarding homelessness in relation to tent cities of homeless persons, a large percentage of whom are students and working people who have no other place to live. He said this is a testimony to the extremely high cost of living in the Bay Area. He said this also ties into the conversations about food insecurity.

Trustee Schwarz said she was proud of Cañada College's clever float in the Redwood City Fourth of July parade. President Moore said the College won first place in four areas.

**RECESS TO CONTINUATION OF CLOSED SESSION**

The Board recessed to closed session at 7:48 p.m. to discuss public employee contract renewals.

**RECONVENE TO OPEN SESSION**

The Board reconvened to open session at 11:45 p.m. President Mohr announced that no action was taken during closed session.

**ADJOURNMENT**

The meeting was adjourned by consensus at 11:46 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the July 26, 2017 meeting.

Richard Holober  
President President-Clerk