

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
October 25, 2017, San Mateo, CA**

The meeting was called to order at 4:00 p.m.

Board Members Present: President Thomas Mohr, Vice President Richard Holober, Trustee Maurice Goodman, Trustee Karen Schwarz

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

President Mohr said that during closed session, the Board will (1) consider the recommendation for student expulsion, (2) hold a conference with legal counsel regarding three cases of existing litigation and two cases of potential litigation as listed on the printed agenda, and (3) 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 4:03 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 6:21 p.m.

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

Others Present: Chancellor Ron Galatolo, Executive Vice Chancellor Kathy Blackwood, Skyline College President Regina Stanback Stroud, College of San Mateo President Michael Claire, Cañada College President Jamillah Moore, District Academic Senate President Leigh Anne Shaw

PLEDGE OF ALLEGIANCE

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

President Mohr said that during closed session, the Board considered the expulsion of a student as recommended by the administration at College of San Mateo. The decision of the Board, with a vote of three in favor and one opposed, is to suspend the student for the remainder of the semester. When the student returns, a behavioral contract will be required and the student will be disallowed from participating on any athletic team. There will also be a community service requirement.

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES

It was moved by Trustee Schwarz and seconded by Trustee Goodman to approve the minutes of the meeting of October 11, 2017. Trustee Holober corrected the statement that someone who was close to him died in the shooting incident in Las Vegas. He said the shooting touched someone who is close to him whose teammate's mother was killed. With this correction, the motion carried, all members present voting Aye.

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Chancellor Galatolo said staff requests that this meeting be adjourned in memory of Jim Comstock who passed away on August 31. Jim was a long-time member of the Skyline College President's Council and a contributor to the President's Innovation Fund. As a Director at Seton Medical Center, he was supportive of the Respiratory Care program at Skyline College.

District Academic Senate President Leigh Anne Shaw said the three College Academic Senates have had robust conversations about equity and have embarked on very courageous and admirable work. The Skyline College Academic Senate has passed a resolution stating their commitment to equity for all and supporting the intent of the presentation made at the Board meeting of August 23 which focused on curricular and professional development changes. The

resolution has been forwarded to the other two College Senates and President Shaw hopes to share it with the Board at their next meeting. The College of San Mateo Academic Senate is reviewing campus policies in the 10 + 1 areas within faculty purview, focusing on where an intentional focus on equity can be infused. The many equity-related flex activities at College of San Mateo have seen high attendance and positive feedback. Cañada College has been involved in many equity activities through forums on the campus during the past few weeks. The District Academic Senate has added a standing agenda item titled “Equity Matters” to continue the discussion and stay updated with progress. President Shaw said faculty have indicated a need and desire for more training surrounding equity. She said faculty take seriously the matters that were revealed to them at the Board meeting of August 23 and they are responding with professionalism and a commitment to quality education.

Lenadro Torres Mantilla, President of the Associated Students of Skyline College (ASSC), and Christine Abella, ASSC Vice President, presented the student report. The presentation included:

- Students serve on District and College governance committees, task forces and operational work groups
- There are more than 36 active clubs on campus as well as seven new clubs
- Events during the current semester have included Welcome Week; LatinX Heritage Month: Political Awareness; College Lecture Series: A Call to Consciousness with Dr. Victor Rios; Escalation Workshop; and Domestic Violence Awareness Month
- Future events include Skyllooween; Breast Cancer Fundraiser; and Native American Heritage Month
- ASSC committees are:
 - Student Equity Committee – to promote equity from the student perspective and ensure that each student feels safe and protected on the Skyline campus
 - Programming Board Committee – to propose and design new events for the student population during the entire academic year
 - Fundraiser Committee – to create activities for those affected by natural disasters such as hurricanes and wildfires

President Mohr said there are many great things happening on the campus and he thanked Mr. Torres Mantilla and Ms. Abella for their report.

BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES: INNOVATIVE INTERSECTIONS OF INSTRUCTION AND STUDENT SUPPORT IN CAÑADA COLLEGE’S ESL PROGRAM (17-10-2C)

Phillip King, Interim Vice President of Student Services at Cañada College, introduced ESL Professor Jenny Castello who has been at the College for more than 40 years and will retire in December. Professor Castello introduced Diana Viscarra, a former off-campus ESL student, Diana Espinoza, ESL Retention Specialist, and Alicia Aguirre, ESL Professor and Professor of Spanish, who will take over as Coordinator of the ESL program, a position which she created, in December.

Professor Castello said the ESL Department supports access to college by taking classes out into the communities where students live. Classes are currently held in North Fair Oaks, East Menlo Park, Pescadero, East Palo Alto and Half Moon Bay. The program partners with school districts and community organizations which provide the classrooms. The program also provides support services. Staff helps every new student with application and financial aid paperwork. Every student is given a copy of the ESL pathway and students are systematically reminded where they are on the pathway and what their goal is. Students understand that transitioning to the campus is a large part of their goal and they, along with their families, are invited to the campus every semester to take a tour, receive orientation, pay their fees and get their college IDs. Becoming familiar with the campus helps students feel more comfortable when they transition and helps them see themselves as college students.

Professor Castello said the ESL program supports success and completion for students. The Department partners with the STEM Center, College for Working Adults and career-technical programs to present information to students so that they are well-informed as they go through the program and are thinking about their college and career goals. Through a strategy called Proactive Registration, staff goes into classrooms at the end of the semester and helps students register for the next semester. Professor Castello said it is important to recognize students’ progress and momentum. There are two Department awards; one is presented when students transition to the campus and the other when students finish the non-degree applicable, non-transferable ESL program. In addition, Cañada College is one of the few colleges, along

with Skyline College, that has a certificate for ESL learners specifically designed to be presented when students reach the transfer level. An event is held each May where students and their families celebrate their success.

Professor Castello discussed success, retention and completion rates for ESL students. She said ESL students comprise approximately 10% of the Cañada College unique headcount. Over the past three years, the success rate has improved and ESL students are now almost on par with the College success rate. The retention rate for ESL students has matched and become slightly better than the College retention rate. Students who have taken ESL are overrepresented at graduation in terms of the number of certificate and degree earners. The percentage of ESL students who transition from off-campus to on-campus classes has increased to 78% in fall of 2016.

Professor Castello said recent innovations in the ESL program include partnering with the Redwood City and Cañada College SparkPoint Centers to incorporate financial literacy in ESL classes, as well as piloting a new project with the Welcome Center to provide special Transition to College presentations for students who will be transitioning to on-campus classes the following semester.

Former ESL student Diana Viscarra said the program at Cañada College opened many doors to her and helped her overcome her fears. She started at the Sequoia Adult School in 2012 with the sole purpose of earning a GED. However, thanks to the advice of retention specialists and counselors in the ESL program, she began to dream about a better future for herself and her family. She completed the ESL program, earned a class certificate and participated in the recognition ceremony in 2017. She is currently working to complete general education courses and plans to graduate in fall of 2019 with a Paralegal Associate of Science degree. She is considering transferring to a four-year university. Ms. Viscarra said she now works with other ESL students to help them overcome their fears because she understands the struggles many of them face. She said learning a new language is not easy, especially when people have other concerns and responsibilities. She said programs like the ESL program at Cañada College can offer a sense of hope in people's lives.

Trustee Goodman thanked Professor Castello for her years of service and wished Ms. Viscarra the best in her future endeavors.

Trustee Schwarz congratulated Ms. Viscarra on her perseverance and accomplishments. She said Professor Castello has opened many doors and created pathways for ESL students. She said Professor Castello will be missed and will be remembered and talked about for years to come. Professor Castello, quoting President Mohr when he was President of Cañada College, said all work is with and through others.

Vice President Hober said he enjoyed the presentation and appreciated the documentation of results in terms of success, retention and superior graduation and certificate rates. He said he is pleased to hear that financial literacy is incorporated into the program and asked if this curriculum is designed and taught by District staff or by someone else. Professor Castello said the ESL professor in the class has some experience in the field and an individual from the Redwood City SparkPoint Center works as a financial coach. She said the information provided at this level is very basic. The hope is that students who transition to on-campus classes will have a fairly strong background in the basics of financial literacy and will move from being participants to being clients who receive regular financial coaching.

President Mohr said he does not believe there are programs that are more transformative than ESL when done in a professional, carefully planned and structured way. He said the ESL program at Cañada College is admirable and transformative. He said Professor Castello has been an avatar of ESL and has been both the heart and mind of the ESL program. He said she is a team builder, partnering well with other people and always giving credit to others. President Mohr said Professor Castello has a vision for the College and has always been clear about what people at the College should expect from one another. He said she has impacted countless people in her magnificent career.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS – None

NEW BUSINESS

APPROVAL OF PERSONNEL ITEMS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (17-10-2A)

It was moved by Trustee Hober and seconded by Trustee Schwarz to approve the items in the board report. Trustee Hober asked if the "Director of Community and Government Relations" position, listed under short-term, non-

continuing positions, is an existing permanent position in the District Office. Vice Chancellor Eugene Whitlock said this was the title of Barbara Christensen's former position and is being requested as a short-term position in order to provide for consulting services by Ms. Christensen in connection with the Skyline College housing project. The motion to approve the items in the report carried, all members present voting Aye.

APPROVAL OF CONSENT AGENDA

President Mohr said the consent agenda consists of board reports 17-10-1CA through 17-10-6CA as listed on the printed agenda. It was moved by Trustee Schwarz and seconded by Trustee Goodman to approve the items on the consent agenda. Trustee Holober asked that item 17-10-2CA be removed from the consent agenda for discussion. With this item removed, the motion to approve the consent agenda carried, all members present voting Aye.

APPROVAL OF COMMUNITY SERVICES CLASSES, SPRING 2018 – CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (17-10-2CA)

It was moved by Trustee Goodman and seconded by Trustee Schwarz to approve the classes as presented in the report. Vice President Holober said a number of the classes are entitled certificate programs and seem to be stand-alone courses. He said others seem to suggest that there is more curriculum than in a stand-alone course; one example is the certificate in Gerontology, which is an entire baccalaureate if not graduate program. He asked if this certificate program consists of one course or a broader curriculum. Jonathan Bissell, Executive Director of Community, Continuing and Corporate Education, said this is an online program offered through Ed2Go. He said that these programs typically are comprised of several components rather than one particular course, with experts from around the country contributing to the development of the curriculum. Tom Bauer, Vice Chancellor of Community, Continuing and Corporate Education, clarified that students who complete these programs receive a certificate of completion. Vice President Holober asked if the certificate is awarded by the online provider. Mr. Bissell said the certificate would generally come from Community, Continuing and Corporate Education and would reflect the hours that the student has completed in the online program.

Regarding the new culinary program, Vice President Holober said he has a recollection that the District at one time had a culinary program at one of the Colleges. He said City College of San Francisco has a very highly regarded culinary apprenticeship program with Local 2 of the Hotel and Restaurant Employees Union, through which a student in effect becomes a journeyman and can get hired by hotels and restaurants throughout the industry. Vice President Holober said it troubles him that this seems to be another example of a program that was within the academic curriculum – with all that entails, including transfer, guarantees of employment, etc. – moving into non-credit status. President Stanback Stroud said the District has never had a culinary program at any of the Colleges. She said there was previously a hospitality management program geared toward training hotel workers and Skyline College currently offers a Hospitality and Tourism Management program which is part of the Workforce and Economic Development initiative. She said the culinary programs at City College, Mission College and Laney College have test kitchens and restaurants. She said none of the District's Colleges has the required infrastructure and it would likely need to be included in a future capital improvement program if the District decided to develop a culinary program. Vice President Holober asked if the feasibility of a culinary program as an academic offering has been considered. President Stanback Stroud said the Colleges typically do regional collaboration and since there are multiple culinary programs in the region, labor market research would be necessary to determine whether the demand would support a program. She said the hospitality management program struggled because of market forces and was phased out when only six students remained in the program. Chancellor Galatolo said the Foothill-DeAnza District had a culinary program that did not last because the demand did not meet the high capital expenditures and overhead involved. He said the Culinary Program through Community, Continuing and Corporate Education is a good way to test market forces before considering an academic program because the local partnerships allow students to complete the live component of the program at external commercial kitchens.

After this discussion, the motion to approve the Community Services classes carried, all members present voting Aye.

Other Recommendations

RESCISSION OF THE REVISED ADDENDUM TO THE 2006 INITIAL STUDY/MITIGATED NEGATIVE DECLARATION ADOPTED AUGUST 24, 2011 AND RELATED BUILDING 20 DEMOLITION/EDISON PARKING LOT CONSTRUCTION APPROVALS (17-10-102B)

It was moved by Trustee Schwarz and seconded by Trustee Holober to approve the rescission as detailed in the report. The motion carried, all members present voting Aye.

ACCEPTANCE OF DISTRICT ACTUARIAL STUDY (17-10-103B)

It was moved by Trustee Holoher and seconded by Trustee Goodman to accept the actuarial study. The motion carried, all members present voting Aye.

APPROVAL OF CONTRACT AWARD FOR DISTRICTWIDE FIRE ALARM PANELS UPGRADE PROJECT (17-10-104B)

It was moved by Trustee Goodman and seconded by Trustee Holoher to approve the contract award. The motion carried, all members present voting Aye.

NOMINATION OF CANDIDATES TO SERVE ON COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION (17-10-105B)

It was moved by Trustee Schwarz and seconded by Trustee Holoher to open discussion. The motion carried, all members voting Aye. President Mohr asked if any Board members wished to nominate a candidate to serve on the County Committee. There were no nominations.

INFORMATION REPORTS**REPORT ON CERTIFIED NURSING ASSISTANT PROGRAM (17-10-3C)**

Vice Chancellor Bauer said the request for this program came to Mr. Bissell by the Director of the Nursing program at College of San Mateo. Mr. Bissell forwarded the request to Vice Chancellor Bauer. Vice Chancellor Bauer then informed President Claire who discussed it with his Cabinet. Vice Chancellor Bauer said there will be an information report on Community, Continuing and Corporate Education at the meeting of November 29. At that time, there will also be a request for the Board to approve the Certified Nursing Assistant program.

Trustee Holoher said he appreciates that the request for the program came from the Director of Nursing, but he also thinks about career pathways. He said many Licensed Vocational Nurses go on to become Registered Nurses. He said this is a good, solid pathway that allows someone who is already in the occupation and sees opportunities to do higher level work to move up the pathway. He said that while a Certified Nursing Assistant is at the base level, he would imagine that some CNAs would aspire to go on to become LVNs and perhaps then to become RNs. He said that not having credits that are transferable would be of concern. Trustee Holoher said he is not saying that he is against the program, but hopes that as the Colleges consider which programs to place on the Community Education side, they do not lose sight of pathways and of making sure students are getting opportunities not only to work in their field of study, but also the opportunity to open doors.

President Claire said there is an LVN to RN program at College of San Mateo. He said he understands that Vice President Holoher's statement is broader than just this particular item. He said all three Colleges have partnered with other organizations in the past; for example, a pathway was established through an articulation agreement with the County Regional Occupational Program's CNA program which was offered in the past. He said that in the case of nursing, he believes it is critical to let people in the CNA/LVN pipeline know what the requirements are to get into an RN program. President Claire said Vice President Holoher's point is well-taken and is important to keep in mind as the District builds a partnership with Community Education for the CNA program.

President Mohr said he appreciates Vice Chancellor Bauer's initiative and leadership in reaching out to members of the community who have a broader range of needs than the District is able to deliver in the regular college programs. He said he was asked to attend a meeting of an advisory committee regarding a new Community Education leadership program. He said he was impressed with the level of detail and consideration that were involved in working to develop the program. He said the advisory committee included members from many aspects of San Mateo County governance. President Mohr encouraged Vice Chancellor Bauer to continue taking the initiative to discover the community's needs and to bring forward ideas for programs that will serve people who would not be served in any other way. Vice Chancellor Bauer said the leadership program, which was requested by members of the community, is still being developed and will be brought to the Board in December. He said Mr. Bissell deserves credit for moving ideas forward. He said he considers Community Education to be a pathway, introducing students to programs at the Colleges. Vice Chancellor Bauer said all Community Education programs are geared to fulfill a need that is not already being fulfilled.

Trustee Schwarz complimented Vice Chancellor Bauer on his initiative and leadership as well. She said Community Education has evolved and moved forward because of that attitude. She also complimented Vice Chancellor Bauer on his flexibility, saying she has seen his willingness to make changes when needed. Trustee Schwarz said the Community

Education program has blossomed and provides the District with an enhanced program that is getting better all the time. She said she looks forward to the upcoming information report.

COMMUNICATIONS

President Mohr said the Board received a communication from an employee expressing appreciation for his excellent medical benefits package that allowed him to purchase needed equipment that was fully covered.

STATEMENTS FROM BOARD MEMBERS

Trustee Schwarz said she attended Project Read's Trivia Bee which was held at Cañada College. She said the connections that Cañada College makes with the community are very important. She said she knows the other Colleges make connections with the community as well.

Vice President Holober said he will be unable to attend the Board meeting of November 29. Staff will work with the Board to see if an alternate date is possible for the meeting.

Trustee Goodman said he had the opportunity to join faculty, staff and administrators at a two-day workshop at the Museum of Tolerance. He said members of the group learned how to look inward in a collective effort to be more understanding of others and to gain skills to serve students in a responsible yet socially conscious manner. Trustee Goodman said that during the debrief, the group discussed how to get students involved and will explore the idea of having students join faculty, staff and administrators for the two-day workshop. The group will also address the opportunity to have stronger dialogue on the campuses about differences of opinion.

Student Trustee Olguin expressed appreciation for the ESL program. He said he was an ESL student and knows many others who have had to take time out of their lives to learn a new language. Student Trustee Olguin said Día de los Muertos is coming up and he will let the Board know where the altars and events will be on the campuses. Student Trustee Olguin reminded everyone of the importance of having student participation in discussions. He said students can provide a different and important vision.

President Mohr said he dropped by a Phi Theta Kappa meeting at Cañada College and witnessed bright young students discussing the meaning and impact of the First Amendment on college campuses. He said students will have the opportunity to discuss this issue with faculty and move in an educated way on something that is very important to democracy. He said he was impressed with how articulate, insightful and concerned the students were.

RECESS TO CONTINUATION OF CLOSED SESSION

The Board recessed to closed session at 7:26 p.m. to hold a conference with legal counsel regarding three cases of existing litigation and two cases of potential litigation as listed on the printed agenda.

RECONVENE TO OPEN SESSION

The Board reconvened to open session at 9:05 p.m. President Mohr announced that no action was taken during this portion of the closed session.

ADJOURNMENT

The meeting was adjourned by consensus at 9:06 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the November 8, 2017 meeting.

Richard Holober
Vice President-Clerk