

**Minutes of the Meeting of the Board of Trustees
San Mateo County Community College District
May 9, 2007
San Bruno, CA**

The meeting was called to order at 6:04 p.m.

Board Members Present: President Hausman, Vice President-Clerk Holober, Trustees Miljanich and Schwarz, and Student Trustee Young

Others Present: Chancellor Galatolo, Executive Vice Chancellor Keller, Skyline President Morrow, CSM President Claire, Cañada Interim President Mohr, and Districtwide Academic Senate President Kapp

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to approve the minutes of the Regular Meeting of the Board of April 25, 2007. The motion carried, all members voting "Aye."

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

PRESENTATION OF AWARD TO BRIAN HORWITZ (07-5-1C)

President Hausman presented a certificate of recognition and gift card to Brian Horwitz, Bookstore Operations Assistant at Cañada College. She reported that the wife of Sergeant Major Thomas Brown purchased a textbook from Cañada via Amazon.com to send to her husband who is serving in Iraq. Because UPS cannot deliver to Iraq, Mr. Horwitz spent his own time and money to take the book to the Post Office and mail it first class to Sergeant Major Brown.

INFORMATION REPORT ON THE CONNECTION BETWEEN CHANGING PROPERTY VALUES AND SCHOOL FINANCE (07-5-2C)

Mr. Terry Flinn, Deputy Assessor-County Clerk-Recorder, presented the report. He focused on Basic Aid school districts which are funded in large part through property taxes, and described the annual cycle of property tax assessment and tax roll. He discussed the roles of the various offices that are involved in the process, including the Assessor, Auditor-Controller, Tax Collector-Treasurer, the Assessment Appeals Board, and the State Board of Equalization. Mr. Flinn discussed taxation of real property, which is subject to the assessed value limitations of Proposition 13 and the decline in value provisions of Proposition 8, and personal property which is valued at its full cash value as of January 1 each year. Mr. Flinn noted that 46.6% of property taxes collected go to school districts. Mr. Flinn distributed a printed copy of his presentation which is attached to the official minutes of record.

Teaching and Learning Series – First year Experience (07-5-3C)

Vice Chancellor Jing Luan announced that tonight's presentation on Skyline College's First Year Experience concludes the first cycle of the Teaching and Learning Series. He asked President Morrow to introduce the topic. President Morrow said that the project is made possible in part through the President's Innovation Fund. She introduced the Leadership Group for the Foundations of Excellence in the First Year Experience project, who presented the report: Regina Stanback-Stroud, Vice President of Instruction; Lori Adrian, Vice President of Student Services; Rachel Bell, English Faculty; Cathy Hasson, Director of the Office of Planning, Research and Institutional Effectiveness; Lucia Lachmayr, English Faculty; and Jacqueline Escobar, Counselor. Vice President Stanback-Stroud said that Skyline College wanted to participate in the project in order to help meet its mission and vision to inspire a global and diverse community of learners. The project started with the Campus Change

Network initiative. The initial committee participated in training and then expanded to include faculty, staff, students, and representatives from the District and the Board of Trustees. The team decided to focus not only on retention, but on a comprehensive approach to student success. The Campus Change Network identified four major needs to prioritize: (1) begin an all-campus orientation; (2) develop a strategy to develop campus transportation; (3) create an outreach team; and (4) design a first semester experience. After competing to participate in the Foundations of Excellence First Year Experience project, Skyline was one of two California community colleges chosen to participate. The Campus Change Network and the First Year Experience project which followed are interconnected with the accreditation process, the educational master planning process and the student learning outcome assessment process.

Rachel Bell, Lucia Lachmayr and Jacqueline Escobar spoke about the First Year Experience and showed a video about the project. Skyline College was selected to participate in the spring of 2006. The project is implemented in four steps: (1) comprehensively evaluate how we are assisting first year students; (2) audit effective current practices that most affect new students; (3) assess the need for improvement for each area and decide on a plan of action; and (4) recommend improvements. The self study and improvement phases of the process are designed to be completed in one calendar year or less. The basis of the First Year Experience model is a set of nine dimensions of excellence: philosophy; organization; learning; campus culture; transitions; all students; diversity; roles and purposes; and improvement. Skyline's approach was to invite interested faculty, students, staff and administrators to join a group of their colleagues focused on examining one of the dimensions. Final reports on the dimensions are being created and will include action items.

Cathy Hasson said that the first step in self-assessment was to identify characteristics of first year students in order to target the effort to strengthen and develop program services and interventions. The First Year Experience cohort is made up of first time, continuing, transfer or returning students who have not completed an associate degree or higher and who have less than or equal to 24 units at Skyline College. Approximately 43% of the annual duplicated headcount fits into this cohort. Students in the cohort consistently perform at lower success and retention rates than do students college-wide, providing evidence which supports pursuing the First Year Experience project. To further obtain and examine evidence, the campus community was asked to participate in a student survey, faculty and staff survey and focus groups.

Lucia Lachmayr reported on preliminary findings. They include the need for a more diverse faculty, an early alert system for students who are at risk of dropping out, and revision of the Skyline website to make it more user-friendly.

Vice President Adrian discussed the next steps. The end of the self-study process of the First Year Experience is a comprehensive plan with actionable changes in programs, practices and policies to improve efficiency in facilitating student success. The plan will be ready for dissemination and campus-wide discussion in the fall. After the plan is finalized, it will go through the shared governance processes for approval and adoption. Action plans will be supported in terms of planning and budget processes.

Trustee Miljanich asked if there were any unexpected findings during the early stages of the project. Vice President Adrian said the early findings validated the need for improvement on the current paths. Vice President Stanback-Stroud added that a pleasant, though not surprising, finding was that faculty and staff were excited to be involved in the dimension meetings.

President Hausman asked about the criteria for participation in the project. Vice President Stanback-Stroud said that standards set by the Foundations of Excellence had to be met, including participating in development of those standards. Vice President Adrian added that the Foundations of Excellence was looking for commitment to the project and was impressed by President Morrow's deep commitment.

Trustee Schwarz said the project is exciting in the sense that it engages students and allows them to feel comfortable asking questions. She asked if the basic reason for participation was retention. Vice President Stanback-Stroud said that there were many reasons, all aimed toward the commitment to student success.

President Morrow said a major reason was the equity vision, pursuing success for all students across economic, cultural and other categories.

President Hausman thanked the group for their excellent report.

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Executive Reports were presented by Chancellor Galatolo, Skyline President Morrow, CSM President Claire, Cañada President Mohr, and Districtwide Academic Senate President Kapp. Copies of the Presidents' Executive Reports were available for distribution at the meeting and are attached to the official minutes of record.

Chancellor Galatolo reported that he, Trustee Schwarz, Cañada College Academic Senate President Patty Dilko, and Director of Community/Government Relations Barbara Christensen made a presentation at the May 8 Town of Woodside Council meeting regarding the annexation of land to Redwood City. The Council agreed conceptually to the annexation and this is the first step toward the development of new faculty and staff housing.

Chancellor Galatolo said the District is in the final stages of the mailing of a brochure marketing summer school. The mailing targeted high school students and will be mailed to 22,000 households.

Chancellor Galatolo pointed out that Trustee Miljanich was featured in the cover article of the April 2007 edition of *The Spectrum*, Redwood City's monthly magazine. The article described Trustee Miljanich's work for child advocacy.

President Morrow reported that twice as much scholarship money was awarded at this year's Student Recognition and Awards ceremony as in past years. Silvia Martinez is the recipient of this year's Pister Scholarship. President Morrow also noted that the very successful Pilipino Cultural Night was planned and sponsored exclusively by students.

President Claire provided copies of the outline of courses for the Associate of Science Degree in Dental Hygiene; a copy is attached to the official minutes of record. There are 25 required courses. After the curriculum has been approved at the College, it will be brought to the Board of Trustees and then to the State Chancellor's office.

President Claire reported that Hugo Mora will attend University of California, Santa Cruz as the recipient of the Pister Scholarship. President Claire also noted that at least 100 people attended Raza Day on April 26, which was hosted by Latino Students. He also announced that priority registration for high school students has been held.

President Mohr showed two video clips. The first was from Channel 7 News and highlighted the effort to recruit women students into the video game program. The second was from Channel 5 News and described the Middle College, focusing on the cost savings for parents and students. President Mohr added that he recently spoke to students and parents at the Sequoia Union High School District and found that there is enthusiasm about the Middle College program.

President Kapp reported that faculty are preparing for the end of the academic year. He congratulated the Colleges on having students who received Pister Scholarships.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Winslow Rouse addressed the Board. He is a 66 year old certified nursing assistant and certified paralegal who enrolled in a phlebotomy class at Cañada College in the fall of 2006. He said that he scored 96% on the final exam but that the instructor, Deborah Lanza, said he failed to correctly identify a patient during the practicum and gave him a failing course grade because of this. He believes that Ms. Lanza showed a dislike for and intolerance of older students throughout the class. Mr. Rouse said that he has appealed to Dean Victoria O'Donnell, Vice President Marilyn McBride, Interim President Mohr, and Board President Hausman and that no action has been taken. He believes this is in violation of Cañada's policies and said he will file legal action if the issue is not addressed.

Dorothy Ku Ujieng addressed the Board. She is a 65 year old student pursuing a nursing career. She enrolled in a phlebotomy class at Cañada College in the fall of 2006. Ms. Ku Ujieng said that the instructor, Deborah Lanza, made clear her belief that older students should not pursue new careers. Ms. Ku Ujieng said that she maintained a 93% average on the written tests throughout the course and that Ms. Lanza failed her for “bogus” reasons. She believes there is a clear case of age discrimination and she has appealed to the Dean of Math and Science, the Vice President of Instruction, and the Chancellor. She said she is now appealing to the Board to investigate and to reverse the failing grade. She added that if she does not get a response, she will go to the courts and to the press.

Felix Huerta, American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME) Representative, said that while AFSCME normally has a good working relationship with the District, there are two issues to be resolved. One involves the procedure for filling vacancies on a permanent basis. The union has submitted a proposal to the District on this issue and hopes to have resolution. The second issue involves hiring practices, with a charge of unprofessional conduct by a supervisor in the Facilities Department. Mr. Huerta said he hopes this issue can be dealt with quickly.

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (07-5-1A)

It was moved by Trustee Miljanich and seconded by Trustee Schwarz to approve the actions in Board Report No. 07-5-1A. The motion carried, all members voting “Aye.”

RE-EMPLOYMENT OF CONTRACT AND REGULAR FACULTY FOR THE 2007-08 ACADEMIC YEAR (07-5-2A)

It was moved by Student Trustee Young and seconded by Trustee Schwarz to approve the re-employment contract as described in the report. The motion carried, all members voting “Aye.”

APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN THE DISTRICT AND THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, LOCAL 829, COUNCIL 57 (AFSCME) (07-5-3A)

It was moved by Trustee Miljanich and seconded by Vice President Holober to approve the Memorandum of Understanding as described in the report. The motion carried, all members voting “Aye.”

APPROVAL OF CONSENT AGENDA

The Consent Agenda consists of the following Board Reports:

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| 07-5-1CA | Approval of Trustees Fund for Program Improvement Projects for Cañada College |
| 07-5-2CA | Approval of Community Education Basketball League, Summer 2007 |
| 07-5-3CA | Approval of Community Education Senior Fitness Program, Summer 2007 |
| 07-5-4CA | Approval to Amend Agreement with SPURR for Purchase of Non-Core Gas |

It was moved by Vice President Holober and seconded by Trustee Miljanich to approve the items on the Consent Agenda. The motion carried, all members voting “Aye.”

Other recommendations

INFORMATION AND POSSIBLE ACTION ON AB 1525 AND SB 823 – PRIVATE POSTSECONDARY AND VOCATIONAL EDUCATION (07-5-1B)

Vice President Holober explained that he has some involvement in the proposed legislation through the Consumer Federation of California. There are reports that students have had problems with misrepresentations from some private postsecondary and vocational education institutions regarding courses, transfer opportunities, job availability, etc. While there are many reputable schools, he said that there are those that prey on primarily unemployed, low-income students. These students obtain federal loans and leave school with considerable debt, often to find that they have not attained employable skills. The law currently governing these schools will expire at the end of June 2007. The two proposed bills are double joined, i.e., they both will either survive or fail. Assembly Bill 1525 extends the current legislation for six months. Senate Bill 823 is a more comprehensive reauthorization of the Maxine Waters Act. The bills are works in progress, with some issues still to be addressed. Vice President Holober said that proponents of the bills need support from higher education, particularly community colleges. He requested that the Board ask for support of the bills from the State Chancellor, the Community College League of California, the Academic Senate, and student organizations. After this discussion, it was moved by Trustee Schwarz and seconded by Trustee Miljanich to support AB 1525 and SB 823 and to support the effort to promote State recognition on the issue. The motion carried, all members voting "Aye." Chancellor Galatolo said he will direct staff to work with Vice President Holober on identifying the constituencies to contact.

CONTRACT AWARD FOR BEVERAGE POURING RIGHTS (07-5-100B)

It was moved by Trustee Miljanich and seconded by Vice President Holober to approve the contract award for beverage pouring rights as described in the report. The motion carried, all members voting "Aye."

ADOPTION OF RESOLUTION NUMBERS 07-3 AND 07-4, CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT (07-5-101B)

It was moved by Vice President Holober and seconded by Trustee Schwarz to adopt Resolutions 07-3 and 07-4. The motion carried, all members voting "Aye."

CONSIDERATION OF SERVICE AWARD FOR 2006-2007 STUDENT TRUSTEE (07-5-102B)

It was moved by Trustee Schwarz and seconded by Vice President Holober to approve the service award for the student trustee as described in the report. Trustee Schwarz said she is delighted to make the motion because Student Trustee Young is a wonderful asset to the Board. President Hausman, Vice President Holober and Trustee Miljanich agreed and all congratulated Student Trustee Young on a job well done. After this discussion, the motion carried, all members voting "Aye."

CONTRACT AWARD FOR BUILDING 3 BLEACHER REPLACEMENT, SKYLINE COLLEGE (07-5-103B)

It was moved by Trustee Miljanich and seconded by Trustee Schwarz to approve the contract award for bleacher replacement as described in the report. The motion carried, all members voting "Aye."

CONTRACT AWARD FOR BUILDING 2 TELECOMMUNICATIONS CLASSROOM RENOVATION AT SKYLINE COLLEGE (07-5-104B)

It was moved by Student Trustee Young and seconded by Trustee Miljanich to approve the contract award for classroom renovation as described in the report. The motion carried, all members voting "Aye."

INFORMATION REPORTS

DRAFT OF AMENDED AGREEMENT BETWEEN THE DISTRICT AND THE FOUNDATION (07-5-4C)

Chancellor Galatolo summarized items in the draft agreement. He said that under the amended agreement, employees working for the Foundation will be District employees and the Board will have the authority to hire and terminate Foundation staff. The Foundation will reimburse the District for the salaries of a portion of the Foundation staff. The draft outlines the services to be provided by the District to the Foundation, and specifies that the duration of the agreement is three years, after which time it will be reviewed. The Board of Trustees will

have greater involvement in the relationship between the District and the Foundation, and will have ultimate authority in resolving conflict. Chancellor Galatolo said the draft of the amended agreement is being presented in order to solicit comments from the Board with the purpose of bringing back a formalized agreement.

Vice President Holober said that it may need to be stated more clearly that issues dealing with employees of the District must all go through the same process, ending with the Board of Trustees. Chancellor Galatolo pointed out that item (1b) gives Foundation staff the same rights and privileges of classified employees as specified in the Education Code and states that the Board of Trustees has the authority to hire and terminate Foundation staff. Vice President Holober would like to make sure that the language references both the Education Code and the District Rules and Regulations with regard to treatment of all District employees. Chancellor Galatolo said this could be included.

Vice President Holober said that problems could occur in the area of policy issues vs. operational issues. The draft of the amended agreement states that the Foundation Board shall be responsible for setting Foundation policy and the District Chancellor shall be responsible for the operations of the Foundation. Chancellor Galatolo said that the Executive Director of the Foundation will have many people to report to and it could be an awkward relationship. He asked the Board to think about the language and noted the importance of being clear on the intent, so that the agreement will have the same impact in 20 years as it does now, when different people will occupy the positions. Chancellor Galatolo added that he can also work with County Counsel on the language.

President Hausman asked if Foundation Board members are satisfied with the draft. Chancellor Galatolo replied that the Foundation Board President is in accord, and added that the County Counsel is satisfied with the language as well.

Trustee Miljanich said it is important for the Foundation Board to feel they have some authority, and to seek a balance between the two Boards.

Chancellor Galatolo said that he received comments from Trustee Mandelkern, suggesting that the Foundation could provide a flat subsidy to the District. Chancellor Galatolo responded that he believes the District contribution should be based on development, and that outcomes should be measured against investments.

Trustee Schwarz suggested that the Foundation might not need District financing after three years and asked if there would be an option to not renew if that were the case. Chancellor Galatolo said that the intent is to generate enough resources to make the Foundation self-supporting. Trustee Schwarz would like to see language in the agreement guaranteeing that the Board of Trustees would still have a relationship and a role even if the financing is no longer needed. Chancellor Galatolo said that he believes there should be a preamble to the agreement stating intent. President Hausman suggested starting with the Foundation Mission Statement.

Chancellor Galatolo summarized by saying that the intent is for the Board of Trustees and the Foundation Board to work hand-in-hand. He reiterated that the agreement must be written so that it stands the test of time. He is seeking guidance from the Board of Trustees and will bring it back as many times as needed in order for the Board to feel comfortable with it.

STATEMENTS FROM BOARD MEMBERS

Trustee Schwarz attended the Scholarship Awards ceremony at College of San Mateo and the University Center reception for the second class of nurses. She also attended the Town of Woodside Council meeting and said the presentation by the District was impressive. Trustee Schwarz mentioned an article in *The Advocate* regarding faculty at Cañada College who are interested in a compressed calendar, and said she is impressed that they are considering what is best for students. Trustee Schwarz also noted recent articles in the *San Mateo County Times* and *The Spectrum* about Trustee Miljanich's work with Advocates for Children; Trustee Schwarz congratulated Trustee Miljanich on the work that she does. Trustee Schwarz asked for clarification on the status of work on the College of San Mateo softball field. Vice Chancellor Nuñez said that work is to be completed in the summer and that the field is in full use currently.

Student Trustee Young attended the State Student Senate General Assembly and participated in various workshops. She said that some colleges have "College Hour" and she would like to pursue this idea. Student Trustee Young thanked members of the Board for investing time and energy in her development as a trustee.

Vice President Holober asked if the Board is interested in learning more about California Senate Bill 840 which addresses unfunded liability in the area of health care. The Board expressed an interest in hearing about the bill at a future meeting, and Chancellor Galatolo said that staff will gather information.

Trustee Miljanich thanked her colleagues for their comments about her professional work and noted that she works in close partnership with the District in supporting the hopes and dreams of youth in difficult circumstances.

COMMUNICATIONS

None

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 8:55 p.m.

The Board reconvened to Open Session at 10:12 p.m.

CLOSED SESSION ACTIONS TAKEN

President Hausman 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 actions in Board Report No. 1-A and 1-B.

ADJOURNMENT

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 10:13 p.m.

The next meeting of the Board will be a Study Session on June 13, 2007 in the District Board Room.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the June 13, 2007 meeting.

Richard Holober
Vice President-Clerk