

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
September 26, 2007  
San Mateo, CA**

**The meeting was called to order at 6:00 p.m.**

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

**Others Present:** Chancellor Galatolo, Executive Vice Chancellor Keller, Skyline College President Morrow, College of San Mateo President Claire, Cañada College Vice President of Instruction McBride, and District Academic Senate President Dilko

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

President Hausman announced that, in order to accommodate attendees at the meeting, there is a request to change the order of the agenda to have the following two items be first and second on the agenda.

1. 07-9-2C Presentation of Award to Professor Sam Rohde
2. 07-9-100B Hearing of the Public on the Initial Study for the Faculty/Staff Housing Project at Cañada College; Certify the Initial Study; Adopt a Mitigated Negative Declaration for the Project; and Approve the Project

There were no objections to the request.

**PRESENTATION OF AWARD TO PROFESSOR SAM ROHDE (07-9-2C)**

President Hausman presented an award to Skyline College Professor Rohde. Professor Rohde went to the Skyline Bookstore to purchase textbooks for six of his students who told him they could not afford to purchase the books. Bookstore manager Jai Kumar offered to sell the books at cost to Professor Rohde provided the students return the books at the end of the semester to be used in the textbook rental program. Professor Rohde accepted the offer and proceeded to purchase the books. President Hausman thanked Professor Rohde on behalf of the entire Board for his generosity and concern for his students and presented him with a certificate and gift.

**HEARING OF THE PUBLIC ON THE INITIAL STUDY FOR THE FACULTY/STAFF HOUSING PROJECT AT CAÑADA COLLEGE; CERTIFY THE INITIAL STUDY; ADOPT A MITIGATED NEGATIVE DECLARATION FOR THE PROJECT; AND APPROVE THE PROJECT (07-9-100B)**

Director of Community/Government Relations Barbara Christensen introduced the topic, presenting comments that are attached to and made part of the minutes. She concluded by stating that the Initial Study conducted by Jones & Stokes found that there were no significant impacts identified that could not be mitigated to a "less than significant" level.

It was moved by Trustee Schwarz and seconded by Vice President Holoher to open the public hearing. The motion carried, all members voting "Aye." President Hausman declared the public hearing open and asked for questions and/or comments from the audience.

Several members of the Woodhill Estates neighborhood spoke. Woodhill Estates Homeowners Association Treasurer Gail Hilstrom said she was disappointed to hear Director Christensen say there were only two or three comments made during the public hearing period because she believes that the Woodhill HOA letter of opposition represents the concerns of the 68 homeowners in the Association. She also said she is concerned with noise, traffic and security issues as well as with the view from the proposed housing site.

Ms. Christensen responded that the Woodhill Estates HOA letter was sent on July 9; the Initial Study was not released until August 22. Therefore, the Woodhill HOA letter could not have been a comment on the

environmental studies and mitigation measures included in the Initial Study. The Woodhill HOA letter was shared with the Board of Trustees and an official District response was sanctioned by the Board.

Janice Blue said she had no knowledge of the 20-day public comment period. She said the view from the housing project will look directly into her back yard. She added that the rendering of the project which was handed out does not show where the buildings will be. She is also concerned about traffic and other issues.

Donald Melvin asked if events will be held in the proposed amphitheater, noting that residents want to maintain a quiet neighborhood. Director Christensen said the amphitheater is a mitigation measure to partially hide the housing project and provide a quiet space. It is a berm cut into the hill and is approximately 3.5 feet high. It is not a venue for events. Mr. Melvin said he is also concerned about privacy, saying that many rooms in his home will be visible from the housing project. He provided photographs to the Board as evidence of his concern.

Maurice Le Blanc said that residents did not receive notification in a timely manner. He said there are legitimate concerns, some of which can be mitigated with landscaping and other measures. He noted that residents worked with the Town of Woodside regarding plans for a public park, and he hopes they can do the same with the District regarding the housing project.

Jean Katz said that, while it is a good idea that the District help its employees, she is concerned with the term "affordable housing," asking if the units could be leased to Redwood City for lower income residents if the project is not successful. She does not believe it is a good idea to place 60 housing units in a greenbelt area close to a neighborhood; it would be better if the units were further away and less than three stories in height. She noted that Woodhill Estates residents and Cañada College have been good partners in the past, and she wants to work together on this issue.

Gail Hilstrom said that perception is important, and the situation has become adversarial. She said many homeowners do not feel they were well notified. Director Christensen responded that notices of a June community meeting were sent to 670 area residents, which is far beyond State requirements. Notice of the Initial Study was mailed to the same 670 residents (including several Homeowner Associations); was emailed to all who had asked to be on the mailing list; and was also advertised in newspapers. Jean Katz said that many residents did not receive any notice; Director Christensen offered to share the mailing list with her.

Janice Blue read a letter to Director Christensen from the Woodhill Estates Homeowners Association, dated July 9, 2007. That letter is attached to the official minutes of record. Trustee Schwarz noted that Director Christensen sent a written response addressing each point raised in the July 9 letter from the Homeowners Association, and asked that Director Christensen's letter of response also be included in the official record.

Trustee Schwarz said she attended all of the meetings on the housing project and has also been very involved with the College Vista project, serving on the Educational Housing Corporation Board. Trustee Schwarz said that the Woodhill Estates Homeowners Association President told her, at a meeting at his home, that he signed the July 9 letter but not as a representative of residents since the Association meeting at which it was discussed occurred after the letter was sent. Gail Hilstrom disagreed, saying that the issue was addressed at two Association meetings, the Association Board was in agreement with the letter, and the Homeowners Association Board represents the residents.

Trustee Schwarz assured the Woodhill Estates residents that they will be included as part of the process and that their input is welcome.

Trustee Miljanich said it is important to clearly define who the residents of the housing project will be, both in the beginning and in the future. Director Christensen noted that the District would lose its property tax exemption if the units are rented to anyone other than school district employees. She said there are currently 92 people on the wait list for housing in the District, showing the demand is strong. At College Vista, lower priorities were created for employees of the high school and elementary school districts, and the same could be done for the Cañada project. Director Christensen emphasized that this project does not fall within Section 8 housing limitations. Six units will be permanently designated as affordable housing, defined as being set aside for people earning 120% of

the median income, or \$78,000-\$80,000 annually for a single person. The development will not be an “affordable or low income” housing project, according to Ms. Christensen. This project will be a first class, market rate project, which the District can offer employees at below-market rates because it owns the land, can finance the project with tax-exempt debt, does not pay property taxes, and does not have a profit motive.

Vice President Holober said he appreciates the opportunity to hear comments and concerns from area residents. Addressing Donald Melvin’s concerns regarding privacy, Vice President Holober said he looked at Mr. Melvin’s photographs and asked what the distance is from the housing project to Mr. Melvin’s home. Director Christensen replied that the distance is 1,308 feet (just over one-fourth mile) from the edge of the housing site to the edge of Mr. Melvin’s home, and 1,500 to the center of the property. Vice President Holober asked if there are plans for landscaping which would help to mask or obscure the housing units. Director Christensen responded that landscaping is the first mitigation measure and will include trees and the berm to filter the view.

County Counsel Mike Murphy said the Initial Study and Negative Declaration prepared by Jones & Stokes looked at the overall impact of the project on the environment. Its purpose is not to look at the impact on particular individuals. The inclusion of buildings greater in height than others in the area is not an issue that fits into the Initial Study and Negative Declaration which the Board is being asked to approve.

President Hausman thanked those in attendance for their comments and said it is the intent of the District to be good neighbors. She then declared the public hearing closed.

It was moved by Trustee Schwarz and seconded by Vice President Holober to certify the Initial Study; adopt a Mitigated Negative Declaration for the project; and approve the project. The motion carried, all members voting “Aye.”

#### **MINUTES**

It was moved by Trustee Miljanich and seconded by Vice President Holober to approve the minutes of the meeting of the Board of August 22, 2007. The motion carried, all members voting “Aye.”

It was moved by Trustee Schwarz and seconded by Vice President Holober to approve the minutes of the study session of the Board of September 4, 2007. The motion carried, all members voting “Aye.”

#### **PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS**

##### **Teaching and Learning Series: Student Learning Outcomes/Assessment Cycle (SLOAC) (07-9-3C)**

Vice Chancellor Jing Luan distributed copies of the Power Point presentation prepared for tonight’s presentation (copy attached to the official minutes of record) and introduced the three presenters: Sandra Stefani Comerford, College of San Mateo Professor of English; Ray Lapuz, Cañada College Professor of Mathematics; and Karen Wong, Skyline College Professor of English. Professor Wong began by describing the Student Learning Outcomes and Assessment cycle:

- develop, modify, or review a curriculum, course, program, or service
- develop Student Learning Outcomes (SLOs)
- design and measure student learning as a result of the curriculum, course, or program
- collect, discuss, and analyze data
- determine refinements based on outcomes data

Professor Wong noted that this represents a major shift in emphasis from what teachers do to what students can do upon completion of a program. In addition to meeting accreditation standards, District faculty and staff work to improve student learning, increase dialogue among colleagues, employ a systematic means of assessing student learning, and make data-driven decisions about teaching, learning, serving students, and allocating resources. All of the Colleges in the District share the philosophy that SLOAC is a vehicle for continuous educational improvement, and that it is an integral part of decision-making to improve institutional effectiveness.

Professor Comerford said that SLOs are being articulated at all three Colleges at the course level, instructional program (department) level, and program level for student services. There is also development of institutional SLOs and integration of SLOs into campus processes. There is ongoing dialogue about beginning implementation of SLOs which takes place within assessment committees, within departments and across campuses. Conversations about assessment take place in District-wide workshops and through use of instruments such as rubrics, surveys and embedded assessment techniques. Professor Comerford pointed to the SLOAC implementation models for each campus, shown in the slide presentation.

Professor Lapuz addressed Districtwide collaboration, stating that the chairs for each College meet almost monthly to share information. There have been two District-wide workshops and another is scheduled for Spring 2008. In addition, they are involved in the Bay Area Consortium and other statewide agencies. There are linked SLOAC websites for the District and each of the Colleges.

Trustee Schwarz said she is pleased to see the Districtwide collaboration. She asked if there is substantial participation in the workshops by faculty. Professor Comerford said the last workshop was filled to capacity, and Professor Wong added that 130 faculty members across the District participated.

### **STATEMENTS FROM EXECUTIVES**

Executive Reports were presented by Skyline College President Morrow, College of San Mateo President Claire, Cañada College Vice President McBride and District Academic Senate President Dilko. Copies of the Presidents' Executive Reports were available for distribution at the meeting and are attached to the official minutes of record.

Chancellor Galatolo asked that tonight's meeting be adjourned in honor of Mr. Coleman Campbell, who passed away recently, and who will be missed as a personal friend as well as a friend of the District.

President Morrow highlighted items in her written report.

President Claire highlighted items in his written report and also distributed copies of *CSM OBSERVER*, a schedule of diversity programs and events for fall 2007, and an invitation to the ice cream social/faculty service awards event on October 2.

Vice President McBride highlighted items in the President's Executive Report.

District Academic Senate President Dilko thanked College of San Mateo for hosting the Basic Skills Initiative Workshop and said the Academic Senate is excited to be working on this initiative. The Academic Senate is working with Cañada College on modeling academic calendars and with College of San Mateo on developing guidelines for concurrent enrollment.

College of San Mateo Associated Students President Matthew Kaidor said that Welcome Week went well and that there was a large turnout at the first Student Senate meeting. There is discussion about how to adequately represent the concerns of students who take classes at night. Mr. Kaidor said there is some concern about whether passage of the college tuition initiative will affect Pell grants. He was assured by Student Trustee Young and Chief Financial Officer Blackwood that Pell grants will not be affected.

### **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 (07-9-1A)**

It was moved by Vice President Holoher and seconded by Trustee Miljanich to approve the actions in Board Report No. 07-9-1A. The motion carried, all members voting "Aye."

**PUBLIC HEARING OF CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) , CHAPTER 33 INITIAL CONTRACT PROPOSAL TO THE DISTRICT AND DISTRICT'S INITIAL PROPOSAL TO CSEA; ADOPTION OF DISTRICT'S INITIAL PROPOSAL TO CSEA (07-9-2A)**

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to open the public hearing. The motion carried, all members voting "Aye." President Hausman asked for questions and/or comments from the audience. Hearing none, President Hausman declared the public hearing closed.

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to adopt the District's Initial Proposal to CSEA. The motion carried, all members voting "Aye."

**APPROVAL OF CONSENT AGENDA**

The Consent Agenda consists of the following Board Reports:

- |          |  |
|----------|--|
| 07-9-1CA | Declaration of Surplus Property  |
| 07-9-2CA | Approval to Execute Cell Site Use Permit with Verizon Wireless – Cañada College    |
| 07-9-3CA | Renewal of Agreements with American Institute for Foreign Study (AIFS), 2007-08    |
| 07-9-4CA | Approval of Community College League of California (CCLC) Membership Dues, 2007-08 |

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to approve items 07-9-1CA through 07-9-4CA on the Consent Agenda. The motion carried, all members voting "Aye."

**Other Recommendations**

**ADOPTION OF RESOLUTION 07-9, APPLICATION TO LAFCo TO INITIATE PROCEEDINGS ON BOUNDARY REORGANIZATION AT CAÑADA COLLEGE (07-9-101B)**

It was moved by Trustee Miljanich and seconded by Vice President Holober to adopt Resolution 07-9. The motion carried, all members voting "Aye."

**PUBLIC HEARING OF 2007-08 FINAL BUDGET (07-9-102B)**

Chief Financial Officer Kathy Blackwood said an error was found on page 63 in the budget book after printing and she distributed corrected copies.

CFO Blackwood said the State budget was adopted two months late. In the state budget, there is an \$80 million reduction to the base because of multi-year declining enrollment at community college, and there are significantly fewer one-time allocations.

SB 361 represents a major change in the community college funding formula; implementation is not complete and discussions with the Department of Finance and the work group that developed the bill are ongoing.

The District's final budget includes \$7 million more in revenue than the tentative budget. Changes from the tentative budget include:

- increased COLA from 4.0% to 4.53%
- 2006-07 FTES up from tentative
- shifted Summer 2007 FTES into 2006-07
- increased 2007-08 FTES goals
- decreased utilities estimate
- added funding for FTES growth, Foundation positions and research
- adjusted compensation for office hours
- increased budgeted reserve from 4% to 5%

Because the shift in FTES cannot be considered as on-going revenue, the District shows the on-going budget in deficit. There are one-time funds due to budget stability funds that more than offset the current year deficit. For the future, enrollment is increasing, with Fall 2007 showing an 8% increase in FTES, and CFO Blackwood projects a balanced budget in 2008-09.

The District will receive Basic Skills and Career Technical Education funds, which are not included in the general fund. Other funds include the Cafeteria and Bookstore enterprise funds, both of which are growing, and the reserve for post-retirement benefits. Vice President Holober asked if the District has the authority to invest the funds in the reserve for post-retirement benefits in such a way as to generate greater return. CFO Blackwood said the District is exploring ways to do so. Most methods require that the funds be put into an irrevocable trust. CalPERS has a trust that is being studied.

After CFO Blackwood's report, it was moved by Vice President Holober and seconded by Trustee Schwarz to conduct the public hearing. The motion carried, all members voting "Aye." President Hausman asked for questions and/or comments. Hearing none, President Hausman declared the public hearing closed.

**ADOPTION OF THE 2007-08 FINAL BUDGET (07-9-103B)**

It was moved by Trustee Schwarz and seconded by Vice President Holober to adopt the 2007-08 Final Budget as presented. The motion carried, all members voting "Aye."

**AUTHORIZATION FOR EXECUTIVE VICE CHANCELLOR TO EXECUTE OR RENEW CONTRACT WITH AN ENERGY SERVICE PROVIDER FOR DIRECT ACCESS ELECTRICITY (07-9-104B)**

It was moved by Vice President Holober and seconded by Trustee Miljanich to authorize the Executive Vice Chancellor to execute or renew a contract as described in the report. The motion carried, all members voting "Aye."

**STATEMENTS FROM BOARD MEMBERS**

Trustee Schwarz attended a fundraiser for the Theatre Arts Department at Cañada College. The drama *Twilight: Los Angeles, 1992* will open on October 26. Trustee Schwarz encourages everyone to support the Department.

Trustee Miljanich said she appreciates the presentation on Student Learning Outcomes, and commented that it was informative and easy to understand.

President Hausman attended the Cañada College Chancellor's Circle along with Trustee Schwarz and Vice President Holober, where they enjoyed a moving poetry reading by a student.

**INFORMATION REPORTS**

None

**COMMUNICATIONS**

None

**RECESS TO CLOSED SESSION**

The Board recessed to Closed Session at 8:40 p.m.

The Board reconvened to Open Session at 9:30 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 9:30 p.m.

The next meeting of the Board will be a Study Session on October 10, 2007 at 6:00 p.m. in the District Board Room.

Submitted by

Ron Galatolo  
Secretary

Approved and entered into the proceedings of the October 10, 2007 meeting.

Richard Holober  
Vice President-Clerk