

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
November 13, 2007  
San Mateo, CA**

**The meeting was called to order at 6:09 p.m.**

**Board Members Present:** President Hausman, Vice President-Clerk Holober, Trustees Mandelkern, 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, and Cañada College President Mohr

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

Student Trustee Young said several students in the audience would like to provide input on item 07-11-4C, College of San Mateo CIP2 Design-Build Project Report, and asked that this item be placed on the agenda after Statements from Executives. There were no objections.

**MINUTES**

It was moved by Vice President Holober and seconded by Trustee Mandelkern to approve the minutes of the Regular Meeting of the Board of October 24, 2007. The motion carried, all members voting "Aye."

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

None

**STATEMENTS FROM EXECUTIVES**

Executive Reports were presented by Chancellor Galatolo, Skyline College President Morrow, College of San Mateo President Claire, Cañada College President Mohr and Executive Vice Chancellor Keller. Copies of the Presidents' Executive Reports were available for distribution at the meeting and are attached to the official minutes of record.

Chancellor Galatolo announced that he was "arrested" today and taken away in handcuffs by two officers for the Muscular Dystrophy Association. "Bail" was set at \$850 and Chancellor Galatolo thanked all who donated.

Presidents Morrow, Claire and Mohr highlighted sections of their executive reports. President Claire added that College of San Mateo sports teams have done very well; the football team has one of the best records in the Bay Area, and the women's cross country team won the Coast Conference championship.

Executive Vice Chancellor Keller announced that on December 5 the District is scheduled to receive an award from McGraw Hill Construction for the College of San Mateo Science Building and Planetarium. The award is the result of a statewide competition recognizing construction and design excellence. Vice Chancellor of Facilities Planning, Maintenance and Operations José Nuñez will attend the awards event. Chancellor Galatolo added that College Vista has also won another award from the National Association of Homebuilders.

**COLLEGE OF SAN MATEO CIP2 DESIGN-BUILD PROJECT REPORT (07-11-4C)**

Rick Bennett, Executive Director, Construction Planning Department, provided a brief history of the project. The Facilities Master Plan was completed in August 2006. In November 2006, the Board of Trustees adopted a resolution authorizing use of the design-build delivery method. Also in November 2006 the Board approved the selection of Steinberg Architects to be the bridging architect. Five builders were prequalified,

and one dropped out. In June 2007, the District released a Request for Proposal for the CSM design-build project, and worked closely with design-build teams over the summer. In September 2007 the Board was informed about the possibility of having only one design-build team still bidding for the project. McCarthy Builders is the only team to submit a proposal. Their proposal is very complex and the District is currently conducting due diligence.

CSM President Mike Claire made a presentation about the proposed project. He said one goal is to have a gateway into the campus where both students and the public arrive and go in many directions. The area is designed to have a drop-off zone, community quad, art quad and social center which take advantage of the outdoors.

President Claire described the proposed design of two new buildings, 5N and 10N. Building 5N will be a three-story building housing the fitness center and the nursing, dental assisting, dental hygiene and cosmetology programs. It will be located near the drop-off zone, providing easy access to the public. The building will be updated while still honoring the Carl Warnecke Legacy.

Building 10N is considered the “signature” building and it is anticipated that the new building will be packed with students both day and night. It will be located where buildings 10 and 11 are currently situated. The planning process for the building was complex and plans had to be adjusted in order to meet budget while best accommodating all needs within the square footage. EOPS, DSPS, the multicultural center and the multimedia and other media programs will be on the first floor. The bookstore will be on two levels, with textbooks in a separate area next to the loading dock on the first floor. There also will be large classrooms on the first floor which can be accessed from the outside. The second floor will house the student dining area with beautiful views of the Bay Area and with an entrance from the quad. There will be a dining deck also providing views. Also on the second floor will be the Integrated Learning Center where students can go to get help and faculty can meet to discuss student support. The upper level of the bookstore is on the second floor and is a place for students to get coffee and socialize. The third floor will house most of Student Services and faculty offices. There are two outdoor decks. The fourth floor holds more faculty offices, the remainder of Student Services, administration offices and two conference rooms that jut out from the building to accentuate the diagonal.

Trustee Schwarz asked if the plans allow for more faculty office space than currently exists. President Claire responded that, while the precise amount of space is not yet known, the plan will augment existing space with 80 new faculty offices. Trustee Mandelkern asked if there is flexibility within the new plan regarding office space for adjunct faculty. President Claire said that full-time faculty members are committed to providing adequate space to adjunct faculty. He added that there is a need to be flexible and some full-time faculty have expressed a preference to share space with adjunct faculty. Trustee Mandelkern said it might be advisable to look at this issue again since there has been much discussion in the past year regarding lack of adequate space for adjunct faculty to meet with students.

CSM Associated Students President Matthew Kaidor asked what types of student services will be on the third floor. President Claire replied that the vast majority will be located there, including Admissions and Records, Counseling and Financial Aid. Another student expressed concern about faculty offices being on the third floor, stating that students do not want faculty in the same area in which students are gathering socially. President Claire said the design philosophy is to support collaboration and bring people together; however, students who don't want to be in an area with faculty may stay on the second floor. In response to a student's question about views, Chancellor Galatolo said that the view from faculty offices is of the quad and the view from the Student Services area is of the Bay Area. In response to a student's concern that students were not provided an opportunity to be involved in the initial planning, President Claire said that he and Vice President Hughes are holding meetings with students to discuss their concerns and dialogue will continue. The former student president was involved in planning and a student activities representative was on the committee during the bridging process. There has also been a series of All-College meetings. Mr. Kaidor commended President Claire for communicating with students but said students are still concerned

that they have been pushed out of Building 10N. He said students were promised a space in that building to include a Student Center and Student Activities. He said there is also concern about the event space, where there might be amplified sound, being near the tutoring center. Students are also concerned that the Health Center is not located in Building 10N. Trustee Schwarz asked where Student Health is located in the new plan; President Claire said it has not yet been determined. Student Trustee Young said that Mr. Kaidor's comments represent the views of ASCSM. She said that student government and student activities are important areas in which students can be involved and they should be supported and should be located in Building 10N. Trustee Miljanich commented that students need to feel comfortable with the plans since they represent students of the future as well. She added that she appreciates students taking time to express their concerns to the Board. President Hausman and Trustee Schwarz expressed confidence that there will be continuing discussions with students and that their views will be considered.

Executive Director Bennett showed a brief film showing what the campus might look like under the proposal.

### **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 (07-11-1A)**

It was moved by Trustee Mandelkern and seconded by Trustee Miljanich to approve the actions in Board Report No. 07-11-1A. The motion carried, all members voting "Aye."

#### **AMERICAN FEDERATION OF TEACHERS, LOCAL 1493, AFL-CIO (AFT) INITIAL CONTRACT PROPOSAL TO THE DISTRICT AND DISTRICT'S INITIAL PROPOSAL TO AFT (07-11-2A)**

It was moved by Trustee Miljanich and seconded by Trustee Mandelkern to accept AFT's initial proposal to the District and the District's initial proposal to AFT, and to hold a public hearing of the proposals at the next regularly scheduled Board meeting. The motion carried, all members voting "Aye."

### **APPROVAL OF CONSENT AGENDA**

The Consent Agenda consists of the following Board Reports:

- 07-11-1CA      Ratification of First Quarter District Warrants, 2007-08
- 07-11-2CA      Disposition of District Records
- 07-11-3CA      Approval of Agreement with Wide Angle Communications to Conduct Market Research and Direct Marketing for the District

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to approve the items on the Consent Agenda. The motion carried, all members voting "Aye."

### **Other Recommendations**

#### **APPROVAL OF COMMUNITY SERVICES CLASSES, SPRING/SUMMER 2008 – CAÑADA COLLEGE, COLLEGE OF SAN MATEO, AND SKYLINE COLLEGE (07-11-1B)**

It was moved by Trustee Schwarz and seconded by Vice President Holober to approve the list of Community Services classes as described in the report. The motion carried, all members voting "Aye."

**APPROVAL OF RESOLUTION NO. 07-12 IN SUPPORT OF PROPOSITION 92, THE COMMUNITY COLLEGE GOVERNANCE, FUNDING STABILITY, AND STUDENT FEE REDUCTION ACT (07-11-2B)**

It was moved by Vice President Holober and seconded by Trustee Miljanich to approve Resolution No. 07-12. President Hausman commented that it is disappointing to see that the University of California and California State University Systems are not supporting this proposition. Student Trustee Young noted that California community colleges serve 2.6 million students annually rather than 2.4 million as stated in the resolution. Student Trustee Young also questioned the meaning of “. . . restricting the amount and probability of future increases” in the resolution. Trustee Mandelkern suggested substituting the word “uncertainty” for “probability.” All Board members agreed that this would clarify the meaning, and the wording in the resolution will be changed. After this discussion, the motion carried, all members voting “Aye.”

**CONTRACT AWARD FOR THE CONSTRUCTION OF THE FACILITIES MAINTENANCE CENTER AT SKYLINE COLLEGE (07-11-100B)**

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

**REVISION OF RULES AND REGULATIONS SECTION 8.13, PUBLIC SAFETY ON DISTRICT PROPERTY (07-11-101B)**

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

**INFORMATION REPORTS**

**FINAL REPORT ON LEGISLATION (07-11-1C)**

Director of Community/Government Relations Barbara Christensen said the report is self-explanatory. She noted that there has been no legislative action on bills on which the Board took positions during the year.

**FIRST QUARTER REPORT OF AUXILIARY OPERATIONS, 2007-08 (07-11-2C)**

Chief Financial Officer Kathy Blackwood said that while it appears at first glance that Associated Student Body revenues are down, this is because there was a change in the accounting method; there will be a more accurate comparison in January. At the Bookstores, computer sales increased 60% over last year, used textbook sales were up 20%, and the textbook rental program is growing rapidly. Food service income increased by over 200% compared to the first quarter 2006-07, due in part to improvement in food quality with the new vendor, and partly to the District receiving a commission on catering sales.

**DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING SEPTEMBER 30, 2007 (07-11-3C)**

Chief Financial Officer Kathy Blackwood said that because the District received one-time funding in 2006-07, State aid to the District is down from \$11 million in 2006-07 to \$9.8 million for 2007-08. Enrollment fee income is down only because of the reduction in fees. Controller Raymond Chow watches investments carefully in order to receive the highest return; currently the District’s largest investment is with the Local Agency Investment Fund (LAIF).

**APPROVAL OF NEW ADMINISTRATIVE SALARY SCHEDULE (07-11-5C)**

Chancellor Galatolo said that his two primary goals upon being appointed Chancellor were to:

1. Approve facilities at the three colleges. Passage of general obligation bonds, along with other funding, is helping the District to achieve this goal.
2. Enhance compensation for faculty and staff. Progress has been made toward achieving this goal.

Chancellor Galatolo said it is now time to make salary adjustments in order to remain competitive for administrative and executive staff as well. The District structure and salaries have not been reviewed since 1976 and this has caused a steady decline in relation to other districts in the area. Consequently, it is difficult for the District to attract qualified administrators and executives. In particular, dean positions are non-competitive for current faculty, resulting in a lack of internal applicants. Just as CSEA benchmarked positions and made adjustments so that salaries of District staff are in the top four among the Bay 10 college districts, the District believes that administrative salaries should also be in the top four. Mercer Consulting has reviewed and benchmarked administrative positions and compared them against other similar districts within the state, i.e., suburban, multi-campus districts, as well as the Bay 10 colleges. In 1976 four salary ranges were developed for 72 administrators. Grade D was subsequently eliminated. There are now three ranges for 49 administrators, with most falling into Grades A and B. Therefore, career progression is almost non-existent. The recommendation would increase salaries by an average of 3.15%. The cost to implement the proposal is approximately \$122,000 including regulatory benefits. The recommendation stratifies the ranges and considers where the District is benchmarked relative to Bay 10 and other similar districts within the State.

Trustee Mandelkern noted that CSEA President Ulysses Guadamuz is in the audience and asked if he had any comments. Mr. Guadamuz said CSEA was presented with the document last week and they do not have any problems with it. Trustee Mandelkern said that he also would have asked for comments from an AFT representative if one were present.

Trustee Mandelkern asked if the primary objective is to attract the most qualified individuals and to make the positions competitive internally as opposed to increasing the salaries of the current executives. Chancellor Galatolo confirmed this to be the case.

Vice President Holober said he is pleased that facilities have been upgraded, bonds passed, and faculty and staff properly compensated, and it is time now to complete the unfinished business of properly compensating administrators and executives. He said that if the Board approves the recommendation, however, he would caution that the salaries not be locked into the top tier because the District's financial state can change over time and it must remain fiscally responsible.

Trustee Schwarz said she is pleased to be pursuing the issue and that it will benefit the District by keeping qualified people within the system. The three College presidents concurred that it is difficult to recruit gifted faculty to dean positions. There are currently three dean positions vacant at CSM and several others are nearing retirement. Thirty-two percent of administrators are between 55 and 59 years of age and twenty percent are 60 and over. Salaries are an obstacle to successful recruitment internally and externally.

Student Trustee Young said she supports the recommendation in order to lure gifted internal faculty.

The recommendation will be brought to the Board of Trustees at the December 12 meeting.

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

Trustee Mandelkern noted that the regular Board meeting scheduled for April 30, 2008 at Skyline College is on the same night as a mixer with the North San Mateo County Chamber of Commerce to be held in the Skyline Gallery, and asked if the two events can be coordinated. President Morrow will work with Ginny Brooks to coordinate this so that Board members can attend both. Trustee Mandelkern asked when commencement and opening day are scheduled. Commencement will take place on May 30. Vice Chancellor Joel will send an email to the Board with the date for opening day.

Vice President Holober, noting the vacancy on the Bond Oversight Committee, asked to explore with the Board the idea of appointing someone within the environmental movement in order to include a "green" perspective on the Committee. Chancellor Galatolo said the Committee now has good balance and the Board can choose anyone they feel is suitable. President Hausman suggested that this item be placed on the agenda for the December 12 meeting and that Board members bring names of potential Committee members to the meeting.

Trustee Mandelkern said he would like to comment on the concurrent enrollment initiative. He said that since he was elected to the Board, it has been his goal to increase involvement with high school students in many ways, including concurrent enrollment, middle college, and instruction by District faculty at the high school sites. Over the years, he has not heard any negative comments from parents or students regarding these programs. Trustee Mandelkern was disappointed to see the recent articles in *The Advocate* and *The San Matean*. He commented that the article in *The San Matean* is not a reflection of fact. He said he would like to hear the comments of Academic Senate President Patty Dilko, who could not be present at this meeting, on what is being said in the name of the Academic Senate, particularly in *The Advocate*. Trustee Mandelkern emphasized that this is not a “chancellor’s initiative” as implied in the articles, but a Board initiative.

Chancellor Galatolo said that he also has talked with students regarding concurrent enrollment and has heard no negative comments. He said that President Dilko and the Academic Senate have been very supportive and understand the obvious benefit to our local high school students. Chancellor Galatolo said there is a relatively small but very vocal group of faculty that is in opposition to the initiative. He has met with some of the concerned faculty in small groups and individually. Also, he has shared empirical data showing the success of concurrent enrollment both in this District and at other institutions.

Trustee Miljanich said that she, too, was distressed by the articles and found them misleading. As a trustee, she is supportive of the concurrent enrollment initiative.

Student Trustee Young said that she began taking classes at CSM at age 14 and has been taught by some of the same faculty who propose that the District not educate any students under the age of 18, and she was also elected Student Trustee before she turned 18.

Trustee Schwarz agreed that the Board has confirmed an interest in pursuing concurrent enrollment. She believes the opposition is based on negative assumptions and the issue has become a personality conflict. She asked about the progress of the model that was being developed. Chancellor Galatolo said that in attempting to build a model, there were meetings with the high school CTA, high school administration, District AFT, District administration and District Academic Senate. The Academic Senate has been actively trying to build a model and is making progress, but completion has been somewhat thwarted by faculty opposed to the initiative. Chancellor Galatolo believes it would be inappropriate to try to take control of this initiative from the Academic Senate. Meanwhile, the program has successfully evolved on its own, primarily at Hillsdale High School, without a formal model in place and, as in the past, District faculty continue to serve students by teaching in the high school setting.

Vice President Holober said he too supports the goal of concurrent enrollment. Noting that the District has a Memorandum of Understanding with AFT for this academic year, he suggests that the District concentrate on maximizing the program in order to show its success by offering as many sections as possible in the high schools this spring. Trustee Mandelkern agreed with this proposal.

President Hausman said the article in *The San Matean* is actually an editorial column printed on the front page. She commented that it is a very serious situation when people in academia are intolerant of discussion and will not try to work things out.

Trustee Mandelkern suggested conducting a study session on this issue in 2008 during which the Board could hear from the high school superintendents and also give opponents of the program a chance to address the Board. President Hausman concurred and would like to hear testimony from students who have benefitted from the program. Trustee Mandelkern added that he would like to hear comments from students who have been involved in middle college, concurrent enrollment, and receiving instruction at the high schools.

Chancellor Galatolo said that he, President Mohr and President Claire recently met with Sequoia Union High School District Superintendent Pat Gemma who said he would like to have college courses taught on the high school campus during summer school. However, the Academic Senate may not be able to get approval in time to put the program in place. Trustee Mandelkern questioned why approval by the Academic Senate is needed when there is a Memorandum of Understanding in place. Chancellor Galatolo replied that the Academic Senate has primacy in developing the plan and that this issue should be brought forward to the Board from the Academic Senate at a future Board meeting.

**COMMUNICATIONS**

President Hausman received a letter regarding nominations for the Soroptimist *Making A Difference for Women Award*. Nominations are due on or before December 14, 2007.

**RECESS TO CLOSED SESSION**

The Board recessed to Closed Session at 9:30 p.m.  
The Board reconvened to Open Session at 10:29 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 5-0 to approve the actions in Board Report No. 1-A.

**ADJOURNMENT**

It was moved by Trustee Mandelkern and seconded by Vice President Holoher to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 10:30 p.m.

The next meeting of the Board will be a Regular Meeting on Wednesday, December 12, 2007 at 6:00 p.m. in the District Board Room.

Submitted by

Ron Galatolo  
Secretary

Approved and entered into the proceedings of the December 12, 2007 meeting.

Richard Holoher  
Vice President-Clerk