

**Minutes of the Study Session of the Board of Trustees
San Mateo County Community College District
March 12, 2008
San Mateo, CA**

The meeting was called to order at 6:05 p.m.

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

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

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

Trustee Miljanich proposed an item to be added to the end of the agenda to discuss the board's response to recent actions taken by the leadership of the AFT.

It was moved by Trustee Hausman and seconded by Vice President Schwarz to add the agenda item "Discussion of Board's response to recent actions taken by AFT leadership" to the end of the study session. The motion carried, all members voting "Aye."

MINUTES

It was moved by Trustee Hausman and seconded by Vice President Schwarz to approve the minutes of the Regular Meeting of the Board of February 27, 2008.

President Holober asked to amend the minutes on page 6 under the item APPROVAL TO EXECUTE AN AGREEMENT WITH MANAGEMENT & POLICE CONSULTING, LLC FOR ORGANIZATIONAL ASSESSMENT OF SECURITY OPERATIONS – DISTRICTWIDE (08-2-108B) to change the phrase "having uniformed people on the campuses" to "having sworn peace officers on the campuses". After this discussion, the motion carried, all members voting "Aye."

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (08-3-1A)

It was moved by Trustee Hausman and seconded by Trustee Miljanich to approve the actions in Board Report No. 08-3-1A. The motion carried, all members voting "Aye."

APPROVAL OF SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT PROPOSED 2008 BOARD GOALS (08-3-1B)

It was moved by Vice President Schwarz and seconded by Trustee Miljanich to approve the Proposed 2008 Board Goals. The motion carried, all members voting "Aye."

APPROVAL OF RECOMMENDATIONS FOR TITLES OF CERTIFICATES (08-3-2B)

It was moved by Vice President Schwarz and seconded by Trustee Hausman to accept the certificate titles as outlined in the board report. Trustee Hausman asked what an example of a certificate under 12 units

would be. Vice President Stroud said that an example might be a certificate in ESL or a certificate in a variety of computer applications. She also explained further that certificates for programs 18 units and over must go to the state for approval. Certificates for programs between 12 and 17.5 units can go to the state for approval if the District desires, however it is not necessary. It is, however, necessary to rename these lower unit certificates, and the Board of Trustees must approve the names. Trustee Hausman asked if the board were naming the areas of study on the certificate. Vice President Stroud explained that the areas of study in which certificates are granted are initiated through the College curriculum committees and that the Board is only deciding the name to give to the certificate, ie certificate of achievement, or certificate of completion. Chancellor Galatolo noted that this is really a technical issue dictated by statute. After this discussion, the motion carried, all members voting "Aye".

STUDY SESSION

CAREER TECHNICAL EDUCATION (CTE); APPRENTICESHIP PROGRAMS (INCLUDING DISCUSSION OF THE LOCATION AND FIT OF CAREER/TECHNICAL/APPRENTICESHIP PROGRAMS AT EACH COLLEGE) (08-3-1C)

Vice Chancellor Luan began the discussion by reiterating the importance of the study session topic. He indicated that 20% or more of the District's FTES come from CTE coursework. He brought the Board's attention to a hard copy of a Powerpoint presentation to be used as the guide for the evening's discussion and asked the presenters to introduce themselves. The presenters were: Linda Hayes, Dean of Workforce Development at Cañada College; Ken San Filippo, Administrator for the San Mateo County Regional Occupational Programs and Services (ROP); Martha Tilmann, Dean of Coastside and Special Projects at College of San Mateo and Regina Stroud, Vice President of Instruction at Skyline College.

Vice President Stroud discussed background and regulations surrounding CTE. She noted that the District has a wide array of CTE programs, which have recently been highlighted in the "Find your Future Here" brochure which was distributed to the Board. She noted that the Colleges' Faculty, Staff and administration work in regional collaborative with other regional Deans, CIOs, Faculty and administrators and forge partnerships with business and industry to meet current workforce needs. Vice President Stroud also pointed out that the main Federal authority and regulations behind Career Technical Education is centered in the Workforce Investment Act (WIA) and of the \$500 million allocated to that Federal program, about \$20 Million is allocated to Career Technical Education. She reminded the Board that the EDGE Campaign, which the board endorsed at an earlier meeting, showed the Board's recognition of the importance of CTE programs, and the importance of the role the community college system plays in those programs, to the economic vitality of the region.

Vice Chancellor Luan presented select environmental scanning data related to job demand in the region, information from the 2008 Community needs survey and CTE enrollment statistics.

Dean Tilmann spoke about the Apprenticeship Program and the Skilled Trades Preparation Program. She noted that these programs and their curriculum are developed and taught by industry professionals. Benefits for the district in conducting these programs are not monetary, rather they are indirect benefits like establishing relationships with participating institutions and demonstrating the District's interest in the programs. She noted that a Skilled Trades Preparation Program will start April 14th on the Coast.

Dean Hayes spoke about the Tech Prep model. She noted that the program has been in existence for 12 years and is well established throughout high schools and community colleges. This model encourages collaboration between faculty, administrators and staff at the high school and community college level. The program makes it possible for students to take high school CTE classes that have been articulated with high schools. When they transfer to a community college within SMCCD, the high school CTE credits will be recognized on the college transcript after the student successfully completes six units of

community college courses. She noted that the three Colleges receive funding for the program and share that funding with the high schools.

Ken San Filippo provided some background information on the county ROP program and talked about recent legislation mandating a change in focus of this program from adults to high school students. He noted that at the high school level, the legislation requires sequenced courses as opposed to stand alone courses. He also noted that the adult population who will no longer be served by the ROP will most likely be looking at the community college to fill that gap.

Vice President Stroud spoke about the opportunities of the contextualized learning of the CTE coursework. As an example, she referenced the Biotech program at Skyline. In that model, students learn math in the context of Biotech. They also receive student support services like counseling and tutoring. Because of the contextual nature of the program, faculty within the program also collaborate regularly.

At this point, Vice Chancellor Luan invited questions from the Trustees.

Trustee Hausman asked about the qualifications necessary for a student to enter the Apprenticeship program. Dean Tilmann noted that “soft skills” were necessary, i.e. being on time, being responsible to a supervisor. She noted that there are career courses that help prepare students in this area. She noted that students need a little bit of several different areas in math including geometry and calculus, and noted that a math and technology class is being developed to feed into some of these programs. Dean Tilmann noted that the students must be able to read and write English. She mentioned an interest in adding a co-op component to the various construction projects that are occurring across the District. Trustee Hausman asked if students needed letters of recommendation and Dean Tilmann said that they did not, but that they needed an oral interview, a physical and also a High School Diploma or a GED. Vice President Schwarz asked if the apprentices need to be currently employed and a union member in order to join the program and Dean Tilmann said they did not need to be. Trustee Holober noted that there is a distinction between the apprenticeship programs and the skilled trades preparation program and that those students in the apprenticeship program are union members at the time they enter the program and are sponsored by the union. Trustee Hausman asked if there is a specific student/teacher ratio and Dean Tilmann indicated that there is not and it really depends on the program. Chancellor Galatolo noted that some program costs are higher than others and that these are forces that are out of the college’s control.

Trustee Mandelkern asked about how the environmental scanning data is used in program planning and development. Vice President Stroud said that the information is used in a variety of college planning mechanisms including the education master plan and program review. Trustee Mandelkern asked if this data is used in District level planning related to program offerings. Vice Chancellor Luan indicated that the District Strategic Plan is underway and the environmental scanning informs the District Strategic Plan. Trustee Mandelkern noted that the Careers brochure lists many programs and that there are a number of programs that are duplicated at various colleges. He asked how, especially in programs with high costs, decisions are made in deciding whether programs are duplicated at various campuses. Vice President Stroud noted that in many cases the service areas for programs are distinct and the duplication is necessary. At this point, President Mohr indicated that he strongly believes there is a need for centrality and that there is a need for the Colleges to come together, to look at the competitive forces, and to look at program duplication in a hard-minded fashion. Chancellor Galatolo said that he has discussed this issue with the presidents. He said that it is important for the Colleges to have the ability to adapt and react to community needs. He noted that we need to be forward thinking in how we adopt, eliminate and add programs. Trustee Mandelkern noted that he believes that there should be a centralized district level process in this type of planning. Chancellor Galatolo concurred that there is no district level evaluative process and reiterated that the District Strategic Planning process is underway.

Trustee Miljanich asked about for clarification on the environmental scanning data, specifically the group referred to as "Group 1". Vice Chancellor Luan noted that this group is comprised of those who indicated an interest in taking CTE classes. She asked that if in our assessment we are taking into consideration the various specialized schools in the area. Vice Chancellor Luan said that we are looking at competitors within a 30 mile radius. He also noted that he would like to work with the Vice Presidents in the area of coordinating course and program offerings. President Claire added that the specialized school leadership are business people and that they are very savvy at marketing and are formidable competitors.

At this point in the meeting, Vice Chancellor Nuñez notified Chancellor Galatolo that there had been a bomb threat to the building and there was a need to evacuate.

President Holober called for a recess until the situation could be assessed. The meeting recessed at 7:25PM. After gathering at a muster point outside the building, and having been given a briefing by Chancellor Galatolo and the San Mateo Police department, Trustee Miljanich moved and Vice President Schwarz seconded that the meeting be adjourned. The motion carried, all members voting "Aye", and the meeting adjourned at 7:35PM.

The next Regular meeting of the Board will be held on March 26, 2008 at 6:00 p.m. in the District Board Room.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the March 26, 2008 meeting.

Karen Schwarz
Vice President-Clerk