

**Minutes of the Study Session of the Board of Trustees  
San Mateo County Community College District  
April 9, 2008  
San Mateo, CA**

**The meeting was called to order at 6:00 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**

As a courtesy to the presenters, a request was made to place the Study Session report (agenda item number 08-4-3C) after the tour of College of San Mateo Building 25 and after "Statements from the Public on Non-Agenda Items." Next, President Claire will continue his report on welding and fabrication classes. There were no objections.

**REPORT ON WELDING AND METAL FABRICATION CLASSES AT COLLEGE OF SAN MATEO (08-4-1C)**

President Claire led the Board of Trustees and other guests on a tour of College of San Mateo Building 25 and provided a brief history of the space. Building 25 originally housed the Aeronautics Program. When that program was discontinued, the metals program moved equipment into adjacent vacant space to expand the metals program.

Because of the timing of campus construction projects, it was necessary to move the Bookstore from Building 5 and it was determined that Building 34 offered optimal space. ITS, therefore, needed to be moved from Building 34. Building 25 was deemed the optimal swing space for ITS and the building was divided into three areas: Fire Technology, ITS and the Machine Shop. The Machine Shop currently occupies 4,000 square feet of the building.

The Board toured each of the three areas in the building and also visited the Welding Program in Building 27, where full-time welding students work and have classes. The Machine Shop is loosely connected to the Welding Program in that the students sometimes use the equipment in the Machine Shop.

The Board returned to the District Board Room.

**MINUTES**

It was moved by Trustee Mandelkern and seconded by Trustee Miljanich to approve the minutes of the Regular Meeting of the Board of March 26, 2008. The motion carried, all members voting "Aye."

**STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

None

**STUDY SESSION**

**INTRA-DISTRICT ARTICULATION, TRANSFER AND THE UNIVERSITY CENTER (08-4-3C)**

Vice Chancellor Jing Luan announced that the portion of the Study Session on Transfer will be delayed and will be presented at another Study Session.

Vice Chancellor Luan introduced the presenters for the Study Session: Professors Jenny Costello, Christine Roumbanis, and Stacey Grasso, all members of the District Curriculum Committee; Dean Jeanne Gross from the University Center; and Eric Raznick, Director of ITS.

Vice Chancellor Luan said the Board instituted Policy 6.26, "Transfer of Credit and Graduation and/or Certificate Program Requirements for Students Who Transfer among the District's Colleges or Other Colleges or Universities Outside the District," to put a process in place for intra-district articulation. He distributed copies of tonight's presentation; a copy is attached. The presenters focused on progress made since last year's presentation to the Board. Areas addressed included alignment of graduation residency, AA/AS and certificate requirements; College-to-College course consultation; the AP matrix; degree audit; and additional WebSMART features.

Trustee Miljanich asked for an example of the AP Matrix alignment. Regina Stanback-Stroud, Skyline College Vice President of Instruction, explained that previously the Colleges treated AP scores differently; for example, with a score of 3 on the AP English test, a student at Skyline College would get credit for having met the requirements for two of the English courses, while a College of San Mateo student with the same score would get credit for having met the requirements of only one of the English courses. As a result of the degree audit process, a recommendation was made to align the AP courses to be consistent with how the CSU System treats them. The Academic Senates at the three Colleges accepted the recommendation. Trustee Mandelkern asked if the UC System treats AP courses the same way as CSU. After a brief discussion, it was agreed that not only do UC's treat the courses differently than CSU's, but individual colleges within the UC System often treat the courses differently from one another.

Regarding the Course Equivalency Matrix as shown in the presentation and described by District Curriculum Committee Chair Costello, Trustee Miljanich asked if this information will be easily available to students. Vice Chancellor Luan replied that this is the aim. Regina Stanback-Stroud, Skyline College Vice President of Instruction, urged caution about the messages being conveyed to students regarding reciprocity. She said that although courses with the same name and number have fundamentally the same minimum level of information, they may not be identical. Students need to know that while the courses are virtually the same for purposes of degree granting from the District Colleges, they may articulate differently with a CSU depending on articulation agreements which are negotiated between faculty at community colleges and faculty at the CSU.

Chancellor Galatolo said he believes the Course Equivalency Matrix is a good representation of what the Board has been asking for in terms of coordination of subject matter among the Colleges. It gives students the ability to attend classes at all of the Colleges, to see the relative relationships between the classes, and to see if the courses will transfer. Chancellor Galatolo said that, while it is not appropriate to align some courses due to their dissimilarity, those courses that would require only minor modification should be brought into alignment.

Trustee Mandelkern said he appreciates the progress made since last year, but is concerned that there are still differences in graduation requirements at the Colleges, as shown on the matrix. He said that if the differences are indeed mostly semantic, changes should be made so that the requirements are the same. Regarding the equivalency matrix, Trustee Mandelkern said that developing a sophisticated tool to show differences is not necessarily the answer; the simple solution would be to fix the naming of courses. If courses are articulating differently, there should be some distinction in naming so that students understand that they are different courses. District Academic President Patty Dilko stated that UC's and CSU's development of articulation agreements is out of the District's control; for instance, different UC's may articulate the same course differently. She also noted that degrees are conferred from the Colleges rather than the District, and faculty often work to ensure their courses will articulate to those schools to which a large number of their students transfer. Trustee Mandelkern said he appreciates academic freedom, but there is an obligation to students that courses not have the same name in they are different in any way.

Vice President Stanback-Stroud said it is important to be careful when negotiating articulation agreements. For instance, the CSU System has a lower division transfer pattern, which asks that colleges review articulation agreements to see if modifications should be made in order to meet CSU major requirements. However, if agreements are changed to meet the major requirements, it is possible that the agreements already in place, which were negotiated to meet general education requirements, could be lost. Vice President Stanback-Stroud also agreed that when courses differ, the names should be different; however, students often look for commonly recognized course numbering and faculty will be reluctant to change the numbering of their courses. President Dilko said that all State Faculty Senates are struggling with the issue of common course naming and numbering. Professor Costello said that counseling is crucial because it is difficult for students to navigate the system, and for this reason counseling is being built into the basic skills programs. Vice President Schwarz recalled a former student trustee who expressed the belief that students need to know which institution they intend to transfer to, and not change course.

Vice President Stanback-Stroud said most articulation agreements are in alignment in terms of how they are treated by CSU. She said it is important to remove any unnecessary barriers. Chancellor Galatolo said that many community college students move because of family moves, employment opportunities, etc., and there should be exception-based options for these students in terms of graduation requirements. Trustee Mandelkern agreed, but said there must be some minimum content before a degree is granted from one of the Colleges. Vice President Stanback-Stroud added that there are Title 5 residency requirements.

Dean Jeanne Gross gave a brief history of the University Center at Cañada College. It was initially funded through California Assembly Bill 493 in 2001. Its establishment was led by the Chancellor who recognized that the CSU's are far away for those students without easy access to transportation and, therefore, the District could provide opportunities for a bachelor's degree at the Colleges. Dean Gross continued her report, highlighting the mission statement; programs; budget; benefits; and challenges. A printed copy of the report is attached.

Vice President Schwarz asked if the changes within the Sequoia Healthcare District are having a financial effect on the University Center. Dean Gross said that at the last Sequoia Healthcare District Board meeting, she was given reason to believe the MOU is still considered a strong document and the partnership is still strong.

Vice President Schwarz said the public is very impressed with the University Center, and she is in favor of increasing marketing efforts to keep the public informed of the programs that are offered. Trustee Hausman said she also hears from the public that they are amazed at the remarkable programs at the University Center, and she concurs that more marketing would be beneficial.

Marilyn McBride, Cañada College Vice President of Instruction, said much credit must go to Dean Gross who relentlessly pursues new programs for the University Center. President Mohr added that Dean Gross has done a wonderful job, especially with relationships with CSU-East Bay. President Mohr said enrollment is a key element; the university presidents and deans must convince faculty to travel to Cañada to teach and they will not do so if the numbers are low. President Mohr said this also underscores the importance of marketing.

**REPORT ON WELDING AND METAL FABRICATION CLASSES AT COLLEGE OF SAN MATEO (08-4-1C) (continued)**

President Claire acknowledged the students present at the meeting and apologized for the disruption caused by the loss of space. He said that the future of the welding program is not a topic for this meeting. He said that all programs at the College are regularly reviewed through the program improvement and viability process. The program improvement and viability process falls within the purview of the Academic Senate.

Regarding swing space, President Claire said the complexity of the move required a great deal of planning, with the aim of using acceptable space while keeping the cost low. Changes were built into the schedule and

put out months in advance, so students would know alternative locations. About 780 sections were moved with minimal disruption and few complaints.

The swing prompted by the impending demolition of Building 5/6 created a domino effect. Programs impacted were Student Activities, the Career Center, Cafeteria, Bookstore and special events (i.e. graduation reception). Students in Welding 350 were also impacted. Linda da Silva, Executive Director of Construction Planning, explained that the complex proposal from McCarthy Builders was out of alignment with the budget which made it necessary to accelerate the schedule for demolition of Building 5/6. President Claire described the relocation of programs caused by the need to vacate Building 5/6, including the relocation of the Bookstore to Building 34 and ITS from Building 34 to Building 25.

President Claire provided a history of enrollments in the weld/metals/machine tool programs, which shows a steady decline from the fall of 1981. The machine tool program was discontinued in 1996. President Claire emphasized that Weld 350 is a course rather than a program, and is not part of the core welding program. Enrollment in Weld 350 has done well but has not always been at capacity. President Claire reviewed the history of Building 25 occupation as described during the earlier tour.

José Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations, said The Denaldi Group conducted air quality tests in Building 25 on April 3 and 7. Chancellor Galatolo distributed copies of their report; a copy is attached. The report indicates that the temperature and humidity are within normal parameters and that there is no asbestos in the air. Regarding an earlier report of a formaldehyde odor in Building 25, Chancellor Galatolo said the test results are not yet in, but preliminary findings indicate no presence. Vice Chancellor Nuñez said a walkthrough by Facilities staff found that the fire alarms are in the proper locations.

Christine Eldon, a student in the Weld 350 class, said she believes the discussion should be about this class rather than the welding program. She said there were inaccuracies in President Claire's presentation. For instance, she does not believe enrollment figures should be compared beginning with 1981, since metals fabrication was not being taught at that time. Regarding the statement that there have been few major complaints about relocations, Ms. Eldon believes that if students from programs such as cosmetology or horticulture were moved, the students would be as angry as the students in Weld 350. Ms Eldon said a large amount of space was lost and equipment had to be moved to storage. She believes the situation in the class is now dangerous because of the overcrowding.

President Holober asked if the curriculum for Weld 350 is uniquely different from the content of the welding program. President Claire said it is a stand-alone course with different content. Jean Duryea, a student in Weld 350, added that the class was originally a weekend course offered by Professor Vorobey.

Trustee Mandelkern asked what happened to the blacksmithing class and equipment. President Claire said the course was discontinued and that he would need to investigate the enrollment numbers. Some equipment was moved to storage in order to accommodate the Fire Technology program. In response to Trustee Mandelkern's question as to whether blacksmithing will be offered again, President Claire said the process is for the Dean and faculty to determine what should be offered. Trustee Mandelkern noted that a large component of the Weld 350 course content seems to consist of project work, and asked if students are allowed to take the course repeatedly. President Claire said the Education Code limits the number of times a student can take a course.

Trustee Miljanich said she is sympathetic to the disruption but the District is undergoing a complex planning and building process; this loss of space must be put in perspective with all of the other movements that have occurred. Trustee Miljanich is satisfied that safety concerns have been thoroughly addressed.

Vice President Schwarz said she understands the students' frustration but believes the only thing that can be done is for students and administrators to talk with each other to try to find creative solutions for optimal use

of the space. Trustee Hausman agreed, saying the layout should be revisited. Trustee Mandelkern said he appreciates the students sharing their ideas at meetings and through emails. He said it is not for the Board to determine layout. He assumes that the faculty who teach the class and the Dean have been involved in the process and are better able to make decisions. President Holober echoed the sentiments of other Board members, stating he is sorry that the class had to be moved to a smaller space and hopes that the campus leadership will work to help make the space as comfortable as possible.

### **UNFINISHED BUSINESS**

#### **ELECTION OF BOARD OF DIRECTORS, CALIFORNIA COMMUNITY COLLEGE TRUSTEES – 2008 (08-3-3B)**

Nominations were made and the following slate was presented: Anita Grier, San Francisco CCD; Edward Ortell, Citrus CCD; Paul Fong, Foothill-DeAnza CCD; A. C. “Tony” Ubalde, Jr., Solano CCD; Katherine “Kay” Albiani, Los Rios CCD; Bill McMillin, Ohlone CCD; Isabel Barreras, State Center CCD; Carolyn Batiste, Mira Costa CCD; Eva Kinsman, Copper Mountain CCD; and Bob Hughlett, Cerritos CCD. It was moved by Vice President Schwarz and seconded by Trustee Mandelkern to approve the slate as presented. 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 (08-4-1A)**

It was moved by Trustee Hausman and seconded by Trustee Miljanich to approve the actions in Board Report No. 08-4-1A. In reference to the change in staff allocation recommended in the report, Trustee Mandelkern asked if the change in grade of the position would be accompanied by an increase in salary level. Vice Chancellor Harry Joel said it would; the reclassification is the result of growth in the theatre division and subsequent increase in duties and responsibilities. After this discussion, the motion carried, all members voting “Aye.”

### **Other Recommendations**

#### **CONTRACT AWARD TO THE COLLEGE OF SAN MATEO BUILDING 2 AND 4 MODERNIZATION PROJECT (08-4-100B)**

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

### **INFORMATION REPORTS**

#### **UPDATE ON CAÑADA VISTA (08-4-2C)**

Director of Community/Government Relations Barbara Christensen reported that, at its meeting yesterday morning, the Redwood City Architectural Review Committee voted unanimously to approve the site plan and architectural detail changes for the Cañada Vista housing project. Last evening, the Woodside Town Council voiced support for the site plan and design changes. Members of the Woodhill Estates Homeowners Association were present at both meetings and said they are satisfied with the changes. Director Christensen extended special thanks to Vice President Schwarz, Cañada President Mohr and District Academic Senate President Dilko for their attendance at many meetings regarding this matter in the past ten months. President Mohr commented that Director Christensen has been brilliant in her presentations.

### **RECESS TO CLOSED SESSION**

The Board recessed to closed session at 9:50 p.m.

The Board reconvened to Open Session at 10:55 p.m.

**CLOSED SESSIONS ACTIONS TAKEN**

President Holoher 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 and 1-B.

**ADJOURNMENT**

It was moved by Trustee Hausman and seconded by Trustee Miljanich to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 10:57 p.m.

The next Regular meeting of the Board will be held on April 30, 2008 at 6:00 p.m. at Skyline College, Building 6 (Student Center), Room 6202.

Submitted by

Ron Galatolo  
Secretary

Approved and entered into the proceedings of the April 30, 2008 meeting.

Karen Schwarz  
Vice President-Clerk