

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
April 30, 2008
San Bruno, CA**

The meeting was called to order at 6:08 p.m.

Board Members Present: President Richard Holober, Vice President-Clerk Karen Schwarz, Trustees Helen Hausman, Dave Mandelkern and Patricia Miljanich, and Student Trustee Richael Young

Others Present: Vice Chancellor Harry Joel, Skyline College President Victoria Morrow, College of San Mateo President Michael Claire, Cañada College President Tom Mohr, and District Academic Senate President Patty Dilko

Pledge of Allegiance

President Holober announced that Chancellor Galatolo is out of town and Vice Chancellor Harry Joel is at the meeting in his place. Executive Vice Chancellor Keller is also absent and Chief Financial Officer Kathy Blackwood is attending in his place. President Holober said he will leave the meeting at 7:30 due to another commitment that was scheduled prior to this meeting, which was changed from the normal fourth Wednesday to the fifth Wednesday.

President Holober thanked President Morrow for hosting this meeting.

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES

It was moved by Vice President Schwarz and seconded by Trustee Miljanich to approve the minutes of the Study Session of the Board of April 9, 2008. The motion carried, all members voting "Aye." Christine Eldon (member of the public) disputed the correctness of a statement regarding fire alarms in Building 25. President Holober pointed out that minutes are a written record of what was said at the meeting, and cannot be amended because one does not agree with what was said.

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

None

STATEMENTS FROM EXECUTIVES

Executive Reports were presented by Vice Chancellor Joel, Skyline College President Morrow, College of San Mateo President Claire, Cañada College President Mohr, Chief Financial Officer Blackwood, District Academic Senate President Dilko and Skyline College Associated Students President Anastasia Kuzina. Copies of the Presidents' Executive Reports were available for distribution at the meeting and are attached to the official minutes of record.

Vice Chancellor Joel said that Chancellor Galatolo's absence is due to the change in the regular schedule of Board meetings.

Adding to her written report, Skyline College President Morrow elaborated on the poetry slam held on April 16. She described the lobby in the main theater as being filled with student writers reading their own poetry. The event was collaboratively planned and executed by three of the cultural Learning Communities and was a high point of the semester.

College of San Mateo President Claire, referring to the “Tour de CSM” event, recognized Louise Piper, Coordinator of Child Care Services at College of San Mateo; Karen Wiggins, also from the Child Development Center; and Arwa Ghebeh, a student in the Cañada College Early Childhood Development Program. Ms. Ghebeh conceived the idea for this event, developed the curriculum and administered the program.

President Claire provided an update on accreditation. He received a letter from the President of the Accrediting Commission regarding the two-year rule as defined by the U.S. Department of Education, which has caused uncertainty on how the Commission will respond to the Colleges’ correction of deficiencies.

College of San Mateo has formed an Accreditation Oversight Committee; President Claire distributed a list of members and the team experience and skill set represented by those members. He also provided a list of items due by October 2008 and a timeline to complete work on the items. A copy of President Claire’s handout is attached. Communications regarding accreditation include numerous all-college emails, a planned all-college meeting, and a future meeting with AFT to discuss concerns. President Claire encouraged the Board to visit the College of San Mateo accreditation website.

Adding to his written report, Cañada College President Mohr said Cañada College is presently in discussions with the new Aspire Charter High School in East Palo Alto. The school will open this fall with 250 students in grades 9, 10 and 11 and will expand to include grade 12 and have a total of 500 students. Cañada is planning to offer five sections of Spanish in the first year and in the second year will add Fundamentals of Music, Math 130, Math 219, Psychology 100, and Political Science 210. By 2010, Cañada will add Computer Applications, Speech 100, Math 200, Economics 100 and English 100. The goal is that all graduating high school students will have completed 30 - 50 college units. A Memorandum of Understanding will be brought to the Board for their consideration.

President Mohr said the Student Learning Outcomes Summit of March 28 resulted in significant progress in writing the SLO’s. The present plan is to continue work during the summer and to bring faculty back together on one or two flex days when the new semester opens to continue the process. The goal is to have the entire process completed by 2012.

Regarding Cañada’s accreditation process, President Mohr said the Educational Master Plan will be completed and brought to the Board on June 11. The master planning process has been deliberated using the shared governance process at each step, beginning with Planning and Budget and then College Council. There will be an open forum on May 20 for all faculty, staff and students. The Master Plan will integrate all external and internal data. The professionals working on the project will demonstrate how the Master Plan is the foundation for the integration of program review, SLO’s, the technical plan, the facilities master plan, the District strategic plan and the District technical plan. The process will demonstrate how each of these components interacts with one another. President Mohr said Cañada will be able to demonstrate to the Accreditation Commission a great deal of progress (now called follow-up).

Chief Financial Officer Blackwood reported that Tom Bauer has recommended using a mobile kitchen for food service at College of San Mateo after Building 5 is demolished. He has been assured that the quality of food and the service will remain the same and that catering will still be provided. The mobile kitchen will have residual value when no longer needed, or it may be kept and used for catering.

District Academic Senate President Dilko thanked Louise Piper, Karen Wiggins and Arwa Ghebeh for the “Tour de CSM” and said it shows what students can do under the tutelage of experts. President Dilko said the Senate leadership is very busy with accreditation issues and she is also working with the District Strategic Planning Committee on the revision of District Rules and Regulations. President Dilko said she attended the spring plenary in Millbrae.

Vice Chancellor Joel asked District Chief Technology Officer Frank Vaskelis to report on the Student Survey for WebSMART. Mr. Vaskelis distributed results of the survey; a copy is attached. More than 1200 students

responded to the survey, ranking their satisfaction on various components of WebSMART. The results show a high level of satisfaction in all areas. Students also provided constructive comments on how to improve the registration process and other services. As a result, some changes have been already implemented and others are being considered. Students will be surveyed again in one year after all of the changes have been implemented.

Skyline College Associated Students President Anastasia Kuzina distributed a list of events held in spring 2008 (copy attached) and highlighted some of the events. She also highlighted new clubs and noted some of the committees on which ASSC representatives serve, which are also shown on the written handout.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Christine Eldon, Shuwo Chang and Carol Reed, all students in the Weld 350 class at College of Mateo, spoke about their concerns regarding space and safety in Building 25, the value of the class to themselves and the community at large, and the availability of jobs in metal fabrication and welding. Ms. Eldon presented a petition signed by 19 students in the class. The petition requests the availability of the metal fabrication and welding laboratories beyond June 2, 2008 and also requests that significant additional laboratory time be scheduled either during the summer or fall semester or both to accommodate each student presently enrolled in Weld 350. The Board received the petition and a copy is attached.

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (08-4-2A)

It was moved by Trustee Hausman and seconded by Trustee Mandelkern to approve the actions in Board Report No. 08-4-2A. The motion carried, all members voting "Aye."

RATIFICATION OF THE 2006-2007 MODIFICATIONS TO THE CONTRACT BETWEEN THE DISTRICT AND THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) CHAPTER 33 (08-4 -3A)

It was moved by Trustee Hausman and seconded by Vice President Schwarz to approve the contract modifications as outlined 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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| 08-4-1CA | Approval of Community Education College of San Mateo Baseball Camp, Summer 2008 |
| 08-4-2CA | Approval of Community Education Soccer Camps, Summer 2008 |
| 08-4-3CA | Approval of Community Education Youth Programs, Summer 2008 |
| 08-4-4CA | Approval of Community Education Summer Senior Fitness Program, Summer 2008 |
| 08-4-5CA | Approval of Skyline College Summer 2008 Sports Medicine Camp |
| 08-4-6CA | Approval of College of San Mateo Summer 2008 Softball Camp |
| 08-4-7CA | Approval of Voluntary International Student Insurance Program, 2008-09 |
| 08-4-8CA | Ratification of Third Quarter District Warrants, 2007-2008 |

It was moved by Trustee Hausman and seconded by Vice President Schwarz to approve the items on the Consent Agenda. Vice President Schwarz noted that only one of the Community Education programs specified that scholarships are offered and asked if any of the other programs offer them. President Claire said these programs are administered by College of San Mateo; he will investigate and report the answer to the Board. After this discussion, the motion carried, all members voting "Aye."

Other Recommendations

APPROVAL OF RESOLUTION NO. 08-3 OPPOSING THE GOVERNOR'S PROPOSED STATE BUDGET (08-4-1B)

It was moved by Trustee Mandelkern and seconded by Student Trustee Young to approve Resolution No. 08-3. Vice President Schwarz asked if the groups specified at the March 26, 2008 meeting had been given a chance to review and comment on the resolution. Barbara Christensen said they had and there were no responses. Vice President Schwarz referenced a resolution from the County Office of Education opposing across-the-board cuts to public school funding. President Holober said the Board received the resolution but made a decision to go forward with the resolution presented at this meeting in the spirit of cooperation, since it was presented to the Board by AFT. Vice President Schwarz asked if the figures cited in the resolution had been checked for accuracy. She clarified that she realizes the projected budget numbers will change, but she is referring to statements such as "slashing the monumental sum of \$4.8 billion from our schools is the equivalent of laying off more than 107,000 teachers or 137,000 education support professionals." There was discussion about whether to delay the vote until the next meeting when someone from AFT could be present to verify the accuracy of such statements. President Holober said he has seen the same figures in press releases from different groups. It was then agreed that a vote would be taken. Trustee Miljanich suggested that in the future, the Board request that the person or group submitting a report be present at the meeting to answer questions. All Board members agreed with this suggestion. After this discussion, the motion carried, all members voting "Aye."

APPROVAL OF RESOLUTION NO. 08-4 IN SUPPORT OF MEASURE P, THE MILLBRAE SCHOOL DISTRICT PARCEL TAX INITIATIVE (08-4-2B)

It was moved by Vice President Schwarz and seconded by Trustee Miljanich to approve Resolution No. 08-4. The motion carried, all members voting "Aye."

APPROVAL OF RESOLUTION NO. 08-5 IN SUPPORT OF MEASURE N, THE PACIFICA SCHOOL DISTRICT PARCEL TAX INITIATIVE (08-4-3B)

It was moved by Trustee Hausman and seconded by Vice President Schwarz to approve Resolution No. 08-5. The motion carried, all members voting "Aye."

APPROVAL OF RESOLUTION NO. 08-6 IN SUPPORT OF MEASURE Q, THE HALF MOON BAY TRANSIENT OCCUPANCY TAX INCREASE (08-4-4B)

It was moved by Trustee Hausman and seconded by Student Trustee Young to approve Resolution No. 08-6. The motion carried, all members voting "Aye."

Trustee Hausman said there will also be a ballot measure on public parks. Trustee Mandelkern noted that parks are the second largest educator next to schools, and thus it would be appropriate for the Board to consider the measure. It was agreed by consensus that this measure will be brought to the Board at the May 14 meeting.

ACCEPTANCE OF EXTERNAL FUNDS (08-4-101B)

It was moved by Trustee Miljanich and seconded by Trustee Hausman to approve the acceptance of external funds as described in the report. Vice President Schwarz asked if there will be up to 42 students in total, or up to 42 students at each of the participating colleges. Skyline College Vice President Regina Stanback-Stroud responded that the project will be for up to 42 students in total. After this discussion, the motion carried, all members voting "Aye."

APPROVAL OF REVISIONS TO EMPLOYEE SECOND LOAN PROGRAM REQUIREMENTS (08-4-102B)

It was moved by Vice President Schwarz and seconded by Trustee Miljanich to approve the revisions as outlined in the report. Trustee Mandelkern said the formula as written is difficult to understand and suggested that further explanation be provided. Barbara Christensen will rewrite this section. President Holober asked if the District has had problems with any of the loans. Ms. Christensen said there have been no problems. After this discussion, the motion carried, all members voting "Aye."

CONTRACT AWARD FOR THE COLLEGE OF SAN MATEO BUILDINGS 14 AND 16 MODERNIZATION PROJECT (08-4-103B)

It was moved by Trustee Miljanich and seconded by Trustee Hausman to approve the contract award as described in the report. Trustee Mandelkern asked why a firm (John Plane Construction, Inc.) would attend a bid opening when they did not actually submit a bid. Rick Bennett, Executive Director of Construction Planning, explained that this firm was ready to turn in a bid when they realized there were two buildings and they had only included one; they were already present so decided to participate in the bid process. President Holober noted that 19 prequalified bidders attended the pre-bid conferences but only two submitted bids, and asked if this was reflective of the current environment. Mr. Bennett said the number of prequalified bidders was due in part to curiosity of contractors for the initial bid and also because subcontractors were listed. After this discussion, the motion carried, all members voting "Aye."

INFORMATION REPORTS

UPDATE ON SKYLINE COLLEGE FACILITIES MAINTENANCE CENTER (08-4-4C)

Vice Chancellor José Nuñez presented a report in response to a letter sent to Vice President Schwarz from Richard Inokuchi, Facilities Operations Manager at Skyline College, stating that the portable office building is inadequate to meet the needs of the Facilities office staff. Vice Chancellor Nuñez said the modular office building is in very good condition; it is only six years old and has an expected life span of 20-25 years. Funds are being invested to upgrade the facility with new paint and carpeting. Given the limited resources available, a new office building is not within the scope of the state-funded Facilities Maintenance Center project. Trustee Mandelkern asked if the space is adequate. Vice Chancellor Nuñez replied that the building does provide adequate space; there are 1,920 square feet to house five employees. There are restrooms and a break room which includes a refrigerator, stove, microwave oven and satellite television reception. Vice President Schwarz asked if Facilities personnel are aware of the upgrades that will be made, and Vice Chancellor Nuñez replied that they have been briefed. The Board agreed that Vice Chancellor Nuñez provided adequate explanation and no further follow-up is needed. The Board wants the maintenance staff to know that they appreciate the work they do.

President Holober left the meeting and Vice President Schwarz conducted the remainder of the meeting.

UPDATE ON CAÑADA VISTA (08-4-5C)

Barbara Christensen said she sent an email to all District employees this afternoon regarding the project. There are two more noncontroversial approvals coming up in May and June. The design professionals reported they will have the grading and foundation plans to the City of Redwood City by July 4 and the building plans one month later. Ms. Christensen hopes that construction will begin in September. Trustee Mandelkern thanked Ms. Christensen for her response to his concern about a newspaper article which emphasized homeowners' opposition to the project. He noted that there were two more favorable articles today, with one including the statement that the homeowners "are ready to move on." Ms. Christensen said that on Monday, the attorney for the Homeowners Association submitted another letter to the Redwood City Council asking them not to act. However, last night the President of the Homeowners Association told the Woodside Town Council that they are now happy with the project. Vice President Schwarz said she attended the Redwood City Council meeting on Monday and Council members commented on the excellent collaboration between the District, Town of Woodside, City of Redwood City and residents. Vice President Schwarz believes this collaboration has made the project a better one.

STATEMENTS FROM BOARD MEMBERS

Trustee Mandelkern congratulated President Morrow and the Skyline Community on the Chamber of Commerce mixer held this evening and complimented the art students on their impressive works. Trustee Mandelkern referenced a letter sent to the Board from a resident regarding a seating problem at a Cañada College theatre performance. A letter was sent from the Chancellor on behalf of the Board and copies have been sent to Board members.

Trustee Hausman said she was pleased to learn of the poetry slam by students at Skyline College as described by President Morrow.

Vice President Schwarz attended the program review for nine programs at Skyline College today and was impressed with the information provided. She added that she would be happy to attend program reviews at the other Colleges as well. Vice President Schwarz also attended the annual 25 year service awards. She also thanked the Mary Meta Lazarus Child Development Center for sponsoring the "Tour de CSM."

COMMUNICATIONS

None

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 7:58 p.m.

The Board reconvened to Open Session at 9:24 p.m.

CLOSED SESSION ACTIONS TAKEN

Vice President Schwarz 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 Hausman and seconded by Vice President Schwarz to adjourn the meeting. The motion carried, all members present voting "Aye." The meeting was adjourned at 9:25 p.m.

The next meeting of the Board will be a Regular Meeting on May 14, 2008 at 6:00 p.m. in the District Board Room.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the May 14, 2008 meeting.

Karen Schwarz
Vice President-Clerk