

**Minutes of the Study Session of the Board of Trustees  
San Mateo County Community College District  
June 11, 2008  
San Mateo, CA**

**The meeting was called to order at 6:10 p.m.**

**Board Members Present:** President Richard Holober, Vice President-Clerk Karen Schwarz, Trustees Helen Hausman, Dave Mandelkern and Patricia Miljanich, and Student Trustee Virginia Medrano Rosales

**Others Present:** Chancellor Ron Galatolo, Executive Vice Chancellor Jim Keller, Skyline College Vice President of Instruction Regina Stanback-Stroud, College of San Mateo Vice President of Instruction Susan Estes, Cañada College President Tom Mohr, and District Academic Senate President Patty Dilko

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**SWEARING IN OF STUDENT TRUSTEE**

President Holober administered the oath of office to Virginia Medrano Rosales. Ms. Medrano Rosales said she came to Skyline College in 2005 as a reentry student. She went into the Women in Transition program and credits much of her success to this program and to the support network at the College. She is majoring in Sociology and plans to transfer to San Francisco State University. Vice President Schwarz welcomed Student Trustee Medrano Rosales on her election and said she looks forward to working with her. All Board members added their congratulations.

**MINUTES**

It was moved by Trustee Hausman and seconded by Trustee Mandelkern to approve the minutes of the Regular Meeting of the Board of May 14, 2008. The motion carried, all members voting "Aye."

**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 (08-6-1A)**

It was moved by Trustee Miljanich and seconded by Trustee Hausman to approve the actions in Board Report No. 08-6-1A. The motion carried, all members voting "Aye."

**Approval of Consent Agenda**

**APPROVAL OF AGREEMENT WITH COUNTY OF SAN MATEO FOR LEGAL SERVICES (08-6-1CA)**

President Holober asked that this item be removed from the Consent Agenda for further discussion. He said that because County Counsel tried, unsuccessfully, to censor his ballot statement during the recent election, he has lost faith in the quality of work performed by County Counsel. He said that while it is not his intention to sway the Board, he will not vote in favor of the agreement. Trustee Mandelkern asked if the District is required to use County Counsel. Chancellor Galatolo said it is not but that outside counsel is considerably

more expensive. Executive Vice Chancellor Keller said use of County Counsel is an extremely good deal in terms of cost and said that the District's experience with County Counsel has been positive. He added that for more sophisticated contracts and for bonds, the District uses outside counsel. Trustee Mandelkern asked if the agreement must be for a five-year term as specified in the board report. Chancellor Galatolo said the five-year agreement is traditional and that staff will see if it would be possible to execute an agreement for a shorter term. Trustee Miljanich said she would like to have some time to think about the issue and asked that it be deferred. Trustee Hausman said she would like to have a general estimate of the cost of outside counsel vs. County Counsel. Chancellor summarized the discussion as follows: (1) the item will be deferred; (2) staff will inform County Counsel of the Board's decision to defer; (3) staff will prepare cost estimates for comparable services; and (4) staff will ask County Counsel if the time frame of the agreement can be changed.

### **Other Recommendations**

#### **AMENDMENT OF RULES AND REGULATIONS SECTION 6.12, DEFINITION OF CREDIT COURSES, AND ADDITION OF SECTIONS 6.13, GRADE CHANGES AND 2.21, POLICY ON PROFESSIONAL ETHICS (08-6-1B)**

It was moved by Trustee Miljanich and seconded by Trustee Hausman to approve the amendment and additions as outlined in the report. Vice Chancellor Jing Luan informed the Board that the ethics statements were approved by both the District Shared Governance Council and Barbara Beno of the Accrediting Commission. Trustee Mandelkern said the statements are well done but believes the student statement should have a clause stating that students will take steps to prevent others from committing the acts prohibited in the statement, e.g., lying, cheating and stealing. He cited the ethics codes of Stanford University and the U.S. Military Academy at West Point to support inclusion of a clause that a student who has knowledge of such acts and does not report them is equally guilty. There was discussion about the repercussions of adding such a clause to the statement and whether it would also affect the faculty statement if students are perceived to be held to more stringent standards.

President Holober noted that the faculty statement uses the term "professor" throughout and asked if this includes counselors, coaches, etc. Chancellor Galatolo said there are different levels of professors, such as associate and assistant professors, but for the purposes of the statement, the term would include all educators. He agreed with President Holober that this should be clarified through a brief description at the end of the statement.

Vice Chancellor Luan said the individual statements can be modified without having to modify the Board policy and without having to seek Board approval; the Board would, of course, be informed of any modifications. After this discussion, the motion to approve the policy as written carried, all members voting "Aye," with the following recommendations added: (1) that students carefully consider the recommendation made by Trustee Mandelkern, and (2) that the clarification suggested by President Holober be added to the faculty statement. Vice Chancellor Luan and Student Trustee Medrano Rosales will take the recommendation regarding the student statement to the appropriate student groups. Vice Chancellor Luan will follow through on the recommendation regarding the faculty statement.

#### **ADOPTION OF RULES AND REGULATIONS SECTION 2.03, COLLEGE PRESIDENT (08-6-100B)**

It was moved by Vice President Schwarz and seconded by Trustee Hausman to approve adoption of Section 2.03 as outlined in the report. The motion carried, all members voting "Aye."

#### **CONTRACT AWARD FOR MOBILE KITCHEN UNIT AT COLLEGE OF SAN MATEO (08-6-101B)**

It was moved by Trustee Miljanich and seconded by Vice President Schwarz to approve the contract as outlined in the report. The motion carried, all members voting "Aye."

## **STUDY SESSION**

### **BAY AREA ENVIRONMENTAL SCAN AND PLANNING (08-6-1C)**

Vice Chancellor Luan said that one of the Board's goals in 2007, continued in 2008, was to develop an integrated planning model. This goal and accreditation recommendations and requirements have pushed forward the planning process. District Academic Senate President Patty Dilko said it was important that the process and product of the strategic plan be visionary, methodical, data driven and participatory. Participatory means involvement by all stakeholders, including the Chancellor, College Presidents, Faculty Senate Presidents from last year and this year, Classified Senate Presidents from both years, College researchers and students. The Strategic Planning Taskforce was co-chaired by the District Academic Senate President and Vice Chancellor Luan. After Vice Chancellor Luan presented a report to the Board on the strategic planning process in April 2007, the Taskforce was gathered and set goals in terms of gathering data, the environmental scan, and pulling together materials from the Colleges that had already been gathered through various planning initiatives. Discussions and analysis ensued and about a month ago the materials distributed for tonight's discussion were presented to the Colleges. Faculty, staff and administrators had a chance to respond both at the open forums and through online feedback forms. The next step is to solicit public response. The materials were presented to K-12 superintendents last week and will go out to the community through Chambers of Commerce and other groups this summer. At the end of the feedback period, the Taskforce will use all of the responses to revise and perfect the document. The revised document will be presented to the Colleges in the fall for further comment. The Taskforce hopes to present the final draft to the Board in mid- to late fall and to seek adoption by the end of next semester. Ms. Dilko emphasized that the critical link is taking what has been developed and making sure it both guides and informs, and that it interacts and supports the College plans.

Vice Chancellor Luan noted that the prospectus and support materials are available on the District Strategic Planning website.

Vice Chancellor Luan said that the environmental scanning data analysis and the planning assumptions are organized by five categories: (1) demographics; (2) education; (3) employment, housing, and income; (4) human, fiscal, physical and technology; and (5) policy, public opinions and community needs. The Taskforce collected information from different levels within these five areas. The Taskforce agreed to develop the planning assumptions and recommendations simultaneously. They began with statements of facts; then developed planning assumptions which were built on the data; and then developed recommendations which could become the strategic direction in the final Strategic Plan.

Vice Chancellor Luan said that in the next few years, the District will face challenges because of a fiscally restrained environment, the declining pool of young adults in the County, the fast-growing population of people 55 years of age and older, and the continued lack of preparation of incoming freshmen.

Vice Chancellor Luan and President Dilko reviewed data from the draft report, describing information from each of the five areas and explaining how the Taskforce developed planning assumptions and recommendations using the data.

Trustee Hausman said that many people are not aware of the quality of education offered by the District. She added that many high school counselors do not encourage attendance at community colleges; however, data shows that students entering UC's from the District do as well as or better than students entering as freshmen. Trustee Hausman believes that marketing is needed and this ties in with tonight's discussion.

Vice President Schwarz thanked all involved for their work and said that strategic planning is necessary to keep the District moving in the right direction. President Dilko commended Vice Chancellor Luan for his expertise and commitment that he has given to the process.

Trustee Miljanich asked if the planning process balances the needs of the aging population in the County and the component of young people who will need services. President Dilko said the Taskforce made the recommendations broad so that the Colleges can drill down and address the needs of the different populations in their areas. Trustee Miljanich asked if the population in the County is already more educated, resulting in the comparatively different statistics reflected in the scan. Vice Chancellor Luan said a large number of people in the County have B.A.'s, resulting in a shrinking need for community college.

Trustee Mandelkern asked if there is a defined planning process among the Colleges which allows them to share information so that there are not overlapping programs. Skyline College Vice President of Instruction Regina Stanback-Stroud said discussions take place among the Vice Presidents and in the Educational Services and Planning Council (ESP) regarding how to respond to the educational needs in the County and how to coordinate the services among the Colleges. Trustee Mandelkern asked if the role of the ESP as a coordinating body is included in the Plan. Vice Chancellor Luan said he will include this information as the document is modified.

President Holober asked if the planning process addressed the issue of potential students in the County who go outside the District to other community colleges. Chancellor Galatolo said this is an alarming trend and the District is conducting active marketing. He said the District needs immersion in the high schools to show that the Colleges are viable options for students. Chancellor Galatolo said that a district in southern California increased enrollment substantially by hiring high school counselors as adjunct faculty. Vice President Stanback-Stroud said other strategies, such as addressing diversity, need to be included in the plan. President Dilko said the draft recommendations are not meant to be prescriptive until final feedback is received from the Colleges.

Cañada College President Tom Mohr presented a report on Cañada's planning process. He reviewed the three recommendations of the Accreditation Commission:

1. Development of an Educational Master Plan
2. Development of Student Learning Outcomes (SLOs)
3. Development of a staffing plan for all student support services

There are two other recommendations that do not have to be reported on in October: evaluation of decision-making processes and development of processes for delivery of distance courses.

President Mohr said that in response to the recommendations, a Technology Committee, Master Plan Steering Committee and SLO Committee were formed and an SLO Coordinator was appointed. Much progress has been made on the SLOs and work is continuing. Work is also ongoing with regard to the staffing plan.

A consultant was hired to assist with the development of the Educational Master Plan. An open forum regarding the Plan was held at an all-College meeting. A draft of the Plan will be completed on July 18. It is laden with data, including an extensive environmental scan. A chart of the planning cycle is included in the Plan, along with information on enrollment management; program projections; program review schedule; SLOs; staffing plan; facilities master plan; and funding. President Mohr said it is clear that the planning done by the District correlates very well with that of the College and that one reaffirms the other.

College of San Mateo Vice President of Instruction Susan Estes presented a report on CSM's planning process. She said the main focus of the accreditation recommendations was the need for integrated planning. CSM has continued work on the Educational Master Plan that was started early last fall. Other plans include the strategic plan, division work plans, program reviews, work of the Budget Planning Committee, technical plan, student equity plan, and the basic skills initiative plan.

An Accreditation Oversight Committee has been established at CSM and Vice President Estes distributed a list of Committee members and the Committee's website. She also distributed an agenda from yesterday's meeting of the Summer Planning Initiatives Workgroups. Over the summer, the workgroups will focus on SLOs and assessment, budget planning, and program review.

CSM is revising its program viability document to make it more specific and it will include coordination across the District. CSM is also working on comprehensive evaluation of labs and centers and on technology.

CSM has secured the services of Maas Companies, Inc. They will provide an outline of what should be included in the Educational Master Plan and the College will fill in the specifics. Data in the District environmental scan which relates to CSM will be included and will inform the planning process. A draft copy will be completed by the opening of the fall semester. Feedback will be solicited from the constituencies and a bound copy will be completed by the end of September in order to meet the October 15 accreditation deadline. In summary, Vice President Estes said CSM is addressing all recommendations in an integrated way at the College and across the District.

#### **STATE BUDGET UPDATE (08-6-2C)**

Chief Financial Officer Kathy Blackwood distributed a budget update (copy attached) showing the process chronologically, beginning with the Governor's January budget through mid-year cuts, May Revise, Assembly Budget Committee and Senate Budget Committee. She discussed budget recommendations at each stage, as shown on the update. She said a Conference Committee will be announced this week. CFO Blackwood said it is unlikely that a budget will be finalized before August 31.

#### **RECESS TO CLOSED SESSION**

The Board recessed to closed session at 8:45 p.m.

The Board reconvened to Open Session at 10:05 p.m.

#### **CLOSED SESSIONS ACTIONS TAKEN**

President Holober 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 Miljanich and seconded by Vice President Schwarz to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 10:06 p.m.

The next Regular Meeting of the Board will be held on June 25, 2008 at 6:00 p.m. in the District Board Room.

Submitted by

Ron Galatolo  
Secretary

Approved and entered into the proceedings of the June 25, 2008 meeting.

Karen Schwarz  
Vice President-Clerk