

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
August 13, 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 (via telephone), Dave Mandelkern and Patricia Miljanich, and Student Trustee Virginia Medrano Rosales

Others Present: Chancellor Ron Galatolo, Executive Vice Chancellor Jim Keller, 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

CLOSED SESSION 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. The Board conducted public employee performance evaluations as specified on the printed agenda. The Board also discussed a case of potential litigation as specified on the printed agenda and the claim filed was denied by the Board.

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES

It was moved by Vice President Schwarz and seconded by Trustee Mandelkern to approve the minutes of the Regular Meeting of the Board of July 23, 2008. The motion carried, with President Holober, Vice President Schwarz and Trustee Mandelkern voting "Aye" and Trustees Hausman and Miljanich abstaining.

FACULTY AND STAFF RECOGNITION

President Holober presented an "Above and Beyond Award" to Mario Mihelcic, Admissions and Records Assistant and Veteran Certifying Official at College of San Mateo, for his outstanding work with returning veterans, including assisting with the establishment of a Veterans Club, advocating for priority registration for veteran students, and working with the Associated Students of CSM to establish an Emergency Loan Program for Veterans. Mr. Mihelcic asked the Board and members of the audience to remember the servicemen and women serving overseas and promised that his office will be ready to assist them upon their return. Mr. Mihelcic introduced his wife and parents who were in the audience.

President Holober also presented an "Above and Beyond Award" to Chris Caputo, Mail Clerk at the District Office, for his dedicated service to the District for more than 28 years. President Holober noted that Mr. Caputo is trustworthy and dependable while handling sensitive mail, delivering packets to Board members, and distributing mail to the three campuses and other locations. Mr. Caputo is also conscientious about saving the District money by using the least expensive postal rates and taking excellent care of the delivery van. Mr. Caputo thanked the Board and said he is honored to receive the award.

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, Executive Vice Chancellor Keller and District Academic Senate President Dilko. Copies of the Presidents' Executive Reports were available for distribution at the meeting and are attached to the official minutes of record.

Chancellor Galatolo noted the presence of Richael Young, Student Trustee for the prior two years. He congratulated Ms. Young on completing a summer internship with Congresswoman Anna Eshoo and for winning election as President of the Student Senate for California Community Colleges.

President Morrow highlighted the Jump Start Program, reading quotes from participating students as printed in her written report. President Morrow said Skyline's Opening Day will be Friday, August 15 with a College-wide meeting in the morning, followed by meetings of the Academic Senate and Classified Council. The first student welcome day and orientation will be held on Saturday, August 16; President Morrow distributed flyers for this event and also provided the 2008-09 Academic Planner and Student Handbook to Board members.

President Claire congratulated Richael Young on her successes. President Claire said College of San Mateo is preparing for its Opening Day on Friday, August 15. Following an all-College meeting, faculty will continue to work on SLOs and assessment. An orientation for new full-time faculty was held today. A welcome day for new students was also held today, with approximately 300 students attending. Beginning Monday, August 18, there will be a full welcome week. President Claire announced that Sister Helen Prejean, author of "Dead Man Walking: An Eyewitness Account of the Death Penalty in the United States," will be the speaker at the President's Lecture Series on November 21.

President Mohr said it is an honor for Cañada College to host the District Opening Day event and is pleased that people will see the spectacular changes on the campus. President Mohr distributed a report by Robert Hood, Director of Public Information, on Cañada's website; a copy of the report is attached to the official minutes of record. Google Analytics analysis shows that Cañada's website attracts nearly 1,500 visits per day compared with approximately 250 visits per day to other college and university websites of similar size. President Mohr announced that Cañada has hired Gregory Stoup as Director of Planning, Research and Student Success. He also announced that the coffee kiosk will be open tomorrow and said its design is a perfect fit for the campus. President Mohr said welcome day for faculty and staff will be Friday, August 15. On that day, faculty will conduct their second all-day meeting to work on SLOs.

Executive Vice Chancellor Keller said the District's final budget will be brought to the Board for approval next month. He received emails today concerning the rumor that a State budget may be in hand. Executive Vice Chancellor Keller announced that the new mobile kitchen is in place at College of San Mateo and will be up and running soon.

President Dilko said she has been in touch with faculty and they are getting ready for classes and looking forward to Opening Day.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Richael Young described her summer internship. She thanked Chancellor Galatolo for notifying her that Congresswoman Eshoo was looking for a community college student to serve as an intern and said she had also thanked Congresswoman Eshoo, who is a Cañada College alumna, for giving her the opportunity to serve. Ms. Young added that her experience at the District's Colleges enabled her to excel in this role. Ms. Young displayed a photograph of herself with Congresswoman Eshoo, a thank you letter from Congresswoman Eshoo, and a copy of the Congressional Record in which Congresswoman Eshoo congratulated Ms. Young on her various activities and accomplishments and on being elected President of the Student Senate for California Community Colleges.

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (08-8-1A)

It was moved by Trustee Miljanich and seconded by Trustee Mandelkern to approve the actions in Board Report No. 08-8-1A. The motion carried, all members voting "Aye."

RECOMMENDATION FOR EMPLOYMENT CONTRACT RENEWALS (08-8-2A)

It was moved by Trustee Mandelkern and seconded by Vice President Schwarz to approve the contract renewals as specified in the report. The motion carried, all members voting "Aye." President Holober commented that the District is fortunate to have the outstanding executive-level employees who are listed on the report.

APPROVAL OF CONSENT AGENDA

The Consent Agenda consists of the following Board Reports:

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| 08-8-1CA | Approval of Community College League of California (CCLC) Membership Dues, 2008-09 |
| 08-8-2CA | Ratification of Fourth Quarter District Warrants, 2007-2008 |
| 08-8-3CA | Contract Award for Replacement Automation System for KCSM |
| 08-8-4CA | Approval of Contract Award for Computerized Maintenance Management System – Districtwide |
| 08-8-5CA | Contract Award for Replacement of Elevator at Skyline College Building 3 |
| 08-8-6CA | Authorization for Use of CMAS Contract with Chouinard and Myhre, Incorporated for Purchase of IBM Servers |

Trustee Mandelkern asked that 08-8-3CA and 08-8-4CA be removed from the Consent Agenda for further discussion.

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

CONTRACT AWARD FOR REPLACEMENT AUTOMATION SYSTEM FOR KCSM (08-8-3CA)

It was moved by Trustee Mandelkern and seconded by Vice President Schwarz to approve the contract award. Trustee Mandelkern asked if the source of funding is the general facilities bond measure; Chancellor Galatolo said it is. Trustee Mandelkern questioned whether it is appropriate to invest in new equipment when the present system is six years old. KCSM General Manager Marilyn Lawrence said that the conversion to digital broadcasting necessitates the new equipment. President Holober asked how much more equipment will be needed to complete the conversion. Ms. Lawrence said only one more major piece, a large server, will be needed. After this discussion, the motion carried, all members voting "Aye."

APPROVAL OF CONTRACT AWARD FOR COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM – DISTRICTWIDE (08-8-4CA)

It was moved by Vice President Schwarz and seconded by Trustee Mandelkern to approve the contract award as described in the report. Regarding the existing system, Trustee Mandelkern asked if the District was able to

secure a refund on the license fee for the software since it did not perform well. Vice Chancellor Nuñez indicated that there was not a refund, but the District did use the system for four or five years. When original services were procured, Tamis was the lowest bidder. When it became clear that the preventative maintenance component was not functioning well, the District worked with Tamis to make modifications to the software, but Tamis was not able to successfully implement a fully functional preventative maintenance module. The District has gone through a careful process to make sure it gets what is needed with the new contract. Trustee Mandelkern asked if staff has asked for references from other colleges. Vice Chancellor José Nuñez said six references for Maintenance Connection and six for TMS were called randomly; both received very positive comments. The decision to request approval for Maintenance Connection is based on the quality of the implementation team. After this discussion, the motion carried, all members voting “Aye.”

Other Recommendations

ESTABLISH AND APPROVE TRANSFER TO THE HOME SAVINGS INCENTIVE FUND (08-8-100B)

It was moved by Trustee Hausman and seconded by Trustee Miljanich to establish an incentive fund and approve the transfer as outlined in the report. Barbara Christensen explained that the District would like to add an incentive program as an additional way to help employees purchase a home. President Holober asked if, given the current housing market and the possibility of very low down payments giving the homeowner a very small stake in the property, the District has any oversight or approval of the types of first loans attached to the program. Ms. Christensen said the mortgage industry has greatly restricted the loans they are giving out, requiring a FICO score of above 700. The District requires a 3% down payment and most of the employees bring \$20,000-\$30,000 of their own money before the second loan from the city or the third loan offered by the District. In addition, First Home Mortgage in San Francisco monitors not only the loan documents, but also the credit worthiness of employees coming into the program. Chancellor Galatolo said there is potential exposure, but the District has the benefit of time and assets. Since the program’s inception, there has been about a 40% positive return and these returns have been invested back into the program.

President Holober expressed concern about the role of Education Housing Partners as stated in the bullet point reading, “Request that Education Housing Partners develop a program to assure that the private sector, including contractors and subcontractors on the Cañada Vista project, contribute to the Fund.” He said he is not comfortable with any nexus between contractors/subcontractors and fundraising for the program. For clarification, Chancellor Galatolo asked if President Holober believes the District should refuse economic support offered by builders or subcontractors. President Holober said his concern is that the builder should not be the entity in charge of fundraising. Ms. Christensen said the intent was to follow the practice started by Rick Bennett which encourages vendors to contribute in a variety of ways to the Foundation and students. She said she will remove the bullet point from the report and rethink how to approach the issue.

Trustee Mandelkern asked if the District requires that home buyers purchase private mortgage insurance, or if the District is prepared to step in if a default occurs. Ms. Christensen said that during the first three and one-half years of the program, the District was in second loan position and cities in third. When cities started to run out of the funds being used for their programs, Meriwest Mortgage agreed to insure the District’s second loans in exchange for having the first loans financed by them. Therefore, all of the District loans to date have been insured. Meriwest is no longer offering insurance on any new loans, including two for which employees have qualified. However, these two employees are funding significant down payments.

Chancellor Galatolo said the District has studied the issue and would have two options in case of foreclosure: (1) take over the property and hold it until the time is right to turn it over, or (2) let the foreclosure go forward if it is not in the District’s economic interest to take it over. He said the first option would be considerably more likely because the District has substantial resources and its loans are not very large; any property taken over would be considered an asset like all other assets. Chancellor Galatolo added that in a cost-benefit analysis, the benefit of offering the program to employees outweighs the minimal risk involved. Trustee

Mandelkern asked if any decision on a foreclosure would be brought back before the Board. Chancellor Galatolo said no decisions would be made before bringing a very detailed report to the Board.

After this discussion, the motion, as amended to remove the above mentioned bullet item concerning Education Housing Partners, carried, all members voting "Aye."

APPROVAL OF RESOLUTION NO. 08-11 REGARDING BOARD ABSENCES (08-8-101B)

It was moved by Vice President Schwarz and seconded by Trustee Mandelkern to approve Resolution No. 08-11. The motion carried, all members voting "Aye."

AMENDMENT OF DISTRICT RULES AND REGULATION SECTION 2.08, RULES AND REGULATIONS (08-8-102B)

It was moved by Trustee Mandelkern and seconded by Vice President Schwarz to approve the amendment as outlined in the report. Trustee Mandelkern suggested that under item number 5, outlining the schedule for review and update, the fiscal year be identified in each line. Barbara Christensen said the change will be made before posting the revisions. After this discussion, the motion carried, all members voting "Aye."

ACCEPTANCE OF EXTERNAL FUNDS (08-8-103B)

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

APPROVAL OF SUBGRANT TO LAS POSITAS COLLEGE (08-8-104B)

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

APPROVAL TO AMEND AGREEMENTS FOR PURCHASE OF NATURAL GAS (08-8-105B)

It was moved by Vice President Schwarz and seconded by Trustee Miljanich to approve the amendment of agreements as outlined in the report. Trustee Mandelkern asked how much money is saved through this program. Vice Chancellor José Nuñez said he will research the question and report back to the Board. After this discussion, the motion carried, all members voting "Aye."

CONTRACT AWARD FOR THE SKYLINE COLLEGE CORPORATION YARD PROJECT (08-8-106B)

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

INFORMATION REPORTS

None

STATEMENTS FROM BOARD MEMBERS

Trustee Hausman thanked all those who called and sent notes and flowers during her recuperation from knee replacement surgery. She looks forward to being back as soon as possible.

Student Trustee Medrano Rosales attended the Student Trustee Workshop at which she met many of her peers and learned much that will help her in her role. She also traveled to New York as part of the Honors Transfer and Women in Transition Programs at Skyline. She and her group met with representatives from Afghanistan and Iran to discuss discrimination against women. They also escorted a Skyline College honors transfer student to Columbia University. She appreciates the support of Skyline in making this trip possible.

Trustee Miljanich volunteered at the College of San Mateo booth at the County Fair. She said the Colleges' presence is a very good idea and attracts many people who don't know about the Colleges. She commented that this presence is also helpful in identifying alumni.

Vice President Schwarz also volunteered at the College of San Mateo fair booth; she was unable to volunteer at Cañada College's booth because of schedule conflicts. Vice President Schwarz also attended the luncheon for new faculty at College of San Mateo.

Trustee Mandelkern requested that there be an update on accreditation issues at the next meeting. Chancellor Galatolo said this is the topic for the September 10 Study Session. Trustee Mandelkern also asked about the potential of using internet streaming to make Board meetings available to the public, and he suggested contacting the City of Belmont to find out what vendor they are using. Staff will investigate and report to the Board.

President Holober attended the meeting of the Executive Board of the San Mateo County School Boards Association. The Board made a commitment to try to increase attendance at Association dinners and President Holober will publicize the dates to the SMCCCD Board. There will be a dinner on September 22, with a location to be announced. A topic for a future meeting will be instilling in younger children the ambition to attend college and President Holober will suggest that some of the District's successful programs be included.

COMMUNICATIONS

None

RECESS TO CLOSED SESSION

President Holober said the Board will reconvene to Closed Session to continue discussion of Item 1.C. on the printed agenda. The Board reconvened to Closed Session at 7:25 p.m. The Board reconvened to Open Session at 9:00 p.m.

CLOSED SESSION ACTIONS TAKEN

President Holober announced that at the Closed Session just concluded, the Board concluded discussion of Item 1.C. on the printed agenda.

ADJOURNMENT

It was moved by Vice President Schwarz and seconded by Trustee Miljanich to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 9:02 p.m.

The next meeting of the Board will be a Study Session on September 10, 2008 at 6:00 p.m. in the District Board Room.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the September 10, 2008 meeting.

Karen Schwarz
Vice President-Clerk