



Classified Senate Meeting Minutes
October 3, 2019 2:00pm-3:30pm

Classified Present: Chris Weidman, Kristen Tuck, Carol Driscoll, Scott Mansfield, Zahra Mojtahedi, Claudia Acevedo, Jeremy Evangelista-Ramos, Patty Mendoza, Sandra Hatzistratis, Sherri Wyatt, Barbara Lamson, Kathy Fitzpatrick, Connor Fitzpatrick, Angelica Mendoza, Martin Marquez, Monique Hernandez, Golda Margate, Grace Beltran, Belinda Chan, Rita Gulli, Gretel Barreto, Nadia Tariq, Kennya Ruiz, Rebecca Threewit, Theresa Tentles, Nancy Argarin, Marcella Escobar, Richard Golz, Kelly Li, Maggie Li, Sonya Pope and Minerva Velasquez, Michele Haggard, Sherrie Prasad

Guest Speaker: Interim Chancellor Mike Claire, Interim President of Skyline College Dr. Jannett Jackson, Board of Trustees President Maurice Goodman, and Board of Trustee Richard Holober.

Part 1: Senate Business (2:00pm – 3:17pm)

- 1) Welcome and Introductions
- 2) Q&A with Guest Speaker Panel: Interim Chancellor Mike Claire, Interim President of Skyline College Dr. Jannett Jackson, President of Board of Trustees Maurice Goodman, and Board of Trustee Richard Holober.
 - a) **Can you share information on how you determine the pay for the Interim Chancellor and the outgoing Chancellor? More specifically, what was the Boards reasoning to pay the outgoing Chancellor and is he currently still being paid despite the investigation?**
 - i) **President Board of Trustees Maurice Goodman:** States the Board's main concern was to elect an individual to serve as an Interim Chancellor who was more than qualify and capable to lead the district through these challenging times. The pay was never a concern at the time because the Board wanted to ensure they had the best individual for the job. In all conversations between all parties, the main focus has always been on the district. The Board made the decision to pay Mike Claire but not at the same level as the outgoing Chancellor, which was a decision that was agreed upon by the Board, as well as Mike Claire. The board is currently still having discussions on what the pay will be for the Interim Chancellor, as well as the pay for whoever gets hired as the permanent Chancellor. The Board is researching and looking at the salary of multidistrict Chancellors verse single district Chancellor, to see where the numbers land. They are gathering all information possible before making a decision on the pay.
 - ii) **Interim Mike Claire:** Introduced himself. He has been part of the College of San Mateo for 30 years. He also worked at Skyline as a faculty member and worked as a temporary classified staff. His entire career has been spent with the San Mateo County Community College District. When approached by Trustee Board member Maurice Goodman about the position and notified of what was happening at the district, Interim Mike Claire's main concern and driving factor was never about the pay. As acting Interim Chancellor, he went from getting pay as a College President to Executive Vice Chancellor pay step 6, which is a little bit more but definitely not the same as the outgoing Chancellor. His main focus is to figure out how to move the district forward and continue to do the work that needs to get done.
 - iii) **President Board of Trustees Maurice Goodman:** Despite the investigation, the outgoing Chancellor is still getting paid. The Board and past Chancellor came into a mutual agreement that they were able to agree with at that time, prior to the investigation. The board made the decision based on where they were and the relationship they had with the Chancellor at the time. That settlement has been made public and the information can be found online.

iv) **Board of Trustee Richard Holober:** States due to the nature of what is happening in terms of the investigation and because this is a personnel issue, which is discussed in closed session, the board is limited in what they can share. However, he stated that it is a new day and that with Mike we have a very new beginning. He is thrilled that Mike is with us and he believes that this will be a positive change in the relationships that we hold with all constituents and that he hopes we will continue to keep the bigger picture in mind. He wants to make sure everyone is keeping their eye on the bigger picture because it will be much more significant for the future of the district than how much a certain individual may be getting paid for a limited period of time. This is the time for a new beginning.

b) What about the investigation are you able to share with the college community and how the potential outcomes will affect the college budget and the former Chancellor?

i) **Interim Chancellor Mike Claire:** Since it's an investigation by the district attorney, there is not much they can disclose due to it being a confidential process. He himself does not know as much either. The investigation is more like an audit as opposed to some C.S.I TV scene. The district is cooperating with the district attorney, who also has a duty to client attorney privileges. The focus right now is on the former Chancellor and not on the district. Even though he has only been in the district office for two months, he has a good feeling that the processes currently in place are solid and that's not where the investigation is looking. He states that he does not see anything that can impact the budget other than cost of work they have to do to provide information to the D.A for the investigation cost.

ii) **What Board Policies will the board review to ensure more transparency, equity, and fairness when it comes to hiring practices of chancellors, salaries for leadership, and oversight/ accountability?**

Board of Trustees Maurice Goodman: In short any and all. He states it is a new day and an opportunity for them to recommit to our faculty, classified professionals and community. When challenges arise, they will evaluate them to make sure they are being efficient and transparent as possible.

iii) **Interim President Dr. Jannett Jackson:** One of her reassurances to all classified professionals is that by law they are required as a district, either as a single college district or multi-college district, to post any salary in the board's agenda. Anything that goes before the board regarding administrative salary has to be published in the board's agenda—and is public information. She encourages everyone to attend board meetings. Her second reassurance is to look at The Association of California Community College Administrators (A.C.C.C.A) www.accca.org which provides anyone with all the salaries of either College Presidents, Vice Presidents, Chancellors, Vice Chancellor, Chief of Staff and others by districts. It is also important to keep in mind that pay is negotiated by the board with the future chancellor, so their decisions are based on many factors that include experience, years doing the job, various responsibilities in the job etc.

iv) **Board of Trustee Richard Holober:** While the board does its best to reach consensus and speak in one voice they are each separate individuals. They are each elected separately, they each run on their own separate set of values and commitments. Those who have been at board meetings know that he has had the most disagreements with the former Chancellor not on the academic or support system of things, but more so on the super structure level of things. The system of governance is designed to have people from different various educational backgrounds serve in that role and although he believes the board has to be both a team with our administration, he also believes the board has to be independent of our administration to perform oversight and ensure accountability. Close to two years ago he called a meeting to have independent, neutral, unbiased reviews conducted by the board through experts that they would hire. However, this idea was not received well at all by the former Chancellor. He is hoping he is able to persuade the board to do that now, in hopes it will be welcomed. These experts can review our practices such as salary structure practices, enterprise and others and not be perceived as a threat.

c) What efforts are the Board of Trustees, College President, and Interim Chancellor doing to regain the trust of their employees?

- i) **Board of Trustees Maurice Goodman:** States that it is a matter of earning, maintaining and regaining the trust of our employees. One step is conducting meetings like this one where they provide us the ability to get facts and not rumors or comments from unreliable resources. Meetings like this one where we get a chance to look at leadership and have open conversation. They will also meet with College of San Mateo and Canada College. They want to make sure they can create opportunities where they are creating dialogues and where we can have trust and can pick the phone up and be able to talk to leadership, talk to our president and talk to our board members. They want to make sure we know that we do have a voice and have representation because we do have a voice and they do understand that.
- ii) **Interim President Jannett Jackson:** She meets on a monthly bases with the Classified Senate, Academic Senate, and students. Out of those discussions she has generated ideas that she puts forth, which is transparency. She is always open to meet with any classified professionals. This type of meeting is a way for Classified Professionals to earn her trust. Interim President Dr. Jannett Jackson states that this year is a year for us to mend, for us to grow and to continue to move forward.
- iii) **Interim Chancellor Mike Claire:** He understands trust has to be earned especially since it seems to have been lost. He states that when you do the amazing things that you do at your campus, and Skyline College has always set the trend, when trust is present you can move that much quicker. He states he will meet with all of you as much as he can, as often as he can. He wants to make sure we are being real. His hope for all of us at the district is to have healthy skeptics not cynicism.
- iv) **Board of Trustee Richard Holober:** Everyone is doing a great job in supporting the success of our students. He hopes all Classified Professionals feel they have the boards support, because they do. His take as a trustee is that all classified professionals feel safe and free to bring whatever issues or concerns they have through the chain of commands. He believes Classified Professionals should be getting the right responses. The board has heard many times that people are afraid to come to the board but people should be able to bring forth any issues they feel the board needs to know about, without any fear. At the same time, anonymity is tough because how do I trust them as well? Anonymity makes trust hard because we have to verify the source is real.

d) What has the board done regarding the salary structure of Chancellors? Have there been any discussions regarding the salaries and how they are determined?

- i) **Board of Trustees Maurice Goodman:** They will continue to have this conversation.

e) Question from the audience: I am not sure to whom this question should be directed, but I am looking more to learn how the booking system is being managed for the new building at Skyline College. More specifically my concern is centered on the fact that this new building is already being called the wedding venue? Will there be a tier schedule? Who gets to use the space? And finally, who decided who gets offices there?

- i) **Interim President Dr. Jannett Jackson:** Eloisa Briones is the Vice President of Administrative Services and her office handles that. Linda Bertellotti is the one who currently handles all of the bookings at Skyline College. Currently, when approaching reservations for any space on campus, we use a tier system—tier one, two and three. Tier one includes primary events that receive highest priority at Skyline College. This are events such as Graduation, and Flex day. Tier two, although they are a priority, they are not a main priority. Events like the Success Submit are considered tier two. Tier three are classes requesting to use the space for their events. Building 12 is a shared-use facility, it has instructional components such as labs, offices and an event center which surveys and income generating enterprise that is shared with the district office. The event center is really so that the north end of the district would have a place for the community to come. At this time, there has been no decision made in regards to how this space is currently booked or what events have priority to be booked over others. Discussion is still underway to ensure bookings are done with fairness. At this

time who gets priority and veto power to decide what events get schedule over others has not been decided.

- ii) **Interim Chancellor Mike Claire:** College of San Mateo has an event building and declares that it has worked for College of San Mateo just fine. It gets rented for different types of events such as weddings and when local high schools need a venue to hold silent auctions.
- iii) There is a benefit, but the tricky thing is that its important to lock in the event. It is not been an issue at CSM, but we have been able to make things work. Interim Chancellor Mike Claire states that Tom Bauer who is not here at the meeting would be the one who he needs to talk to about how things work. If any events had to be moved, it has never been a big issue at College of San Mateo.
- iv) Marisa Thigpen: Is the intent to book it as much as possible and it was a student event? The rental is more about being accessible to the community and the college. And if we can make a little money, great, but it is not about the financial. Faculty and staff will not be charged for use of the space for student events
- v) **Interim President Dr. Jannett Jackson:** She declares that they are still working out the details and agreements with Tom Bauer. It was decided that the school would put one of his staff members, Allison McMahon, in one of the offices inside building 12. They also placed a kitchen there, so it does not impact the cafeteria in building 6 during an event. The other offices are faculty offices and are thinking of placing Environmental Science & Biology Meta Major faculty offices inside building 12. Interim President Dr. Jannett Jackson states that they intend to keep the same process and procedure in place for events that were created way before building 12 came along. Employees holding school related events for students will not be charging faculty or staff for the use of building 12. If there are extra custodial work that the events would require, as they have done in the past, there might be a small fee as it has always been, but it won't be a whole lot.
- vi) **Board of Trustees Maurice Goodman:** For him as a trustee, a lot of good questions were being asked, he rather hold some of his comments until they have a board meeting on this subject. One concern he does have from all these questions is if during an event, will individuals be required to only use Pacific Dining for the event. He also wants to think about non-profits being able to use this new event center and make sure there are regulations around that. More specifically, he wants to ensure the space is accessible to non-profits and that they are not forced to use Pacific Dining simply because their kitchen is managed by them. He wants everyone to remember that we are educators, a non-profit educational institution and although yes, it makes sense for us to be able to make a little bit of money when we can make money, that it should not be the motivating factor of what we do and how we do things. He states that the board is aware that as educators most times we don't have the luxury to book events 6 months in advance, so they will be mindful of that too. The board will continue to look into it further.
- vii) **Lasana Hotep:** It should be clear that Bldg. 12's construction will in turn save the college money in the long run. By hosting events that bring revenue to the college we are creating a sustainable revenue source. And by having an industrial style size kitchen and the event space allows the college to save money too. We want to have certain types of events and we are saving money by having them here.
- f) **Kathy Fitzpatrick: With Eugene Whitlock's position, are we hiring someone else? That situation has been kind of left under the radar and kept quiet for a long time and now he has been hired at UC Berkley. Does he continue to get paid?**
- g) **Board of Trustees Maurice Goodman:** Since Eugene's recent appointment at UC Berkeley, the district is no longer paying him a salary. And similarly, since the details around Eugene are currently a personnel issue, we are not able to disclose information at this time. Additionally, it should be noted that the board has one employee and that is the Chancellor. Therefore, it was the Chancellor's responsibility to report or share out with the rest of the Board of Trustees. That being said, the Board is still currently evaluating what happened.

- h) Interim Chancellor Mike Claire: Has talked to the board about the structure of the district office. He knows that they will need help in a couple of different places. He does not want to create positions without thorough conversations about what is the best structure and where do the pieces fit.
- 3. Budget Scenario Review—Barbara Lamson (See Appendices to these minutes)
 - a) SPARC Resource Allocation Discussion Summary on how to use \$1,096,000.000
 - b) Motion to vote to choose one of these scenarios today: Connor and Kathy Classified has 3 votes in SPARC.
 - c) Motion moved and discussion is on the table. The following items were discussed
 - i) Classified staff need computer equipment to be able to do their job, so which scenario best fits this outcome?
 - ii) The various scenarios were discussed to identify how each one served the colleges best interest.
 - d) Motion to vote on which Scenario to choose:
 - i) Scenario 1: 0 votes
 - ii) Vote: Scenario 2 – 12 votes
 - iii) Scenario 3: 5 votes
 - iv) Motion to vote for scenario 2: Barbara and Grace (second)
 - v) Money will be split between divisions as needed. SPARC will review the ALURs
 - vi) One nay for vote for scenario. All said yes.
 - vii) Final decision: Scenario was so moved as the Classified Senate’s preferred scenario
- 4. Connor – the scholarship drive. Please donate. Campus announcement went out today.
- 5. Michele – we will have a tabling event for the scholarship drive in mid-October. President has pledged \$150.00. Our goal is to raise \$1,500.00
- 6. Meeting was adjourned at 3:45 PM.

Appendices:

SPARC Resource Allocation Discussion Summary

Background

Faculty FTE & Classified FTE: In the scenarios that were proposed by the five subgroups, a consensus emerged that 1.0 new faculty FTE should be added to the 7.0 replacements currently slated for FY2019-20. A consensus also emerged that 2.0 new classified professionals should be part of SPARC's recommendation.

Strategic Initiatives: In line with College and District strategic goals, these initiatives will help Skyline College students get in, get through, and graduate on time. While Fund 3 have been instrumental in getting these off the ground, institutionalization will be equally pivotal to maintaining the momentum in future years. Strategic Initiatives include:

- AB705
- High Impact Practices (HIPs)
- Counseling Redesign
- Guided Pathways / Redesign
- Zero Textbook Cost (ZTC)
- Programs and Online Degree Development (PODD)
- Dual Enrollment

Discretionary / Divisional Augmentation: Apart from permanent full time FTE, the divisions also utilize supplies, materials, services, travel, as well as hourly and student assistants. In FY2018-19, the College surveyed the divisions holistically and received more than \$1 million in requested discretionary expenses. The committee will consider how much to add to the Consumer Price Index (CPI) allocation of \$111k and a continuing \$411k augmentation from FY2018-19.

Instructional Equipment: In previous fiscal years, the District had made \$400k available to support the purchase and replacement of instructional equipment. Going forward, the source of that allocation was depleted and will no longer be available. In light of that change, instructional equipment has been included as a category for allocation for committee consideration.

Scenario 1 recommends the highest level of support for **Innovative Strategies**, allocating:

- \$398k (45%) for Innovative Strategies
- \$99k (11%) for divisional discretionary augmentation, exclusive of CPI.
- \$99k (11%) instructional equipment.

Scenario 2 recommends the overall highest level of support to the **Divisions**, allocating:

- \$256k (29%) for Innovative Strategies
- \$169k (19%) for divisional discretionary augmentation, exclusive of CPI.
- \$169k (19%) instructional equipment.

Scenario 3 recommends the highest level of support for **Instructional Equipment**, allocating:

- \$309k (35%) for Innovative Strategies.
- \$57k (6%) for divisional discretionary augmentation, exclusive of CPI.
- \$230k (26%) for Instructional Equipment

2019-2020 Fund 1 Budget Development <i>(in thousands)</i>	2018-2019 Adopted	2019-2020 Tentative as of May 9, 2019 SPARC	2019-2020 Tentative District	2019-2020 Final as of 8/12/19	Variance Adopted (2018/19 vs 2019/20)
Site Allocation	\$ 44,805	\$ 47,580	\$ 47,591	\$ 48,709	\$ 3,904
Prop 30	\$ 453	\$ 437	\$ 437	\$ 436	\$ (16)
Total	\$ 45,258	\$ 48,016	\$ 48,027	\$ 49,145	\$ 3,887
Position Control Salaries	\$ 23,755	\$ 24,694	\$ 24,725	\$ 24,928	\$ 1,173
Position Control Benefits	\$ 9,874	\$ 10,221	\$ 10,536	\$ 10,642	\$ 768
Projected Position Ctrl Savings		\$ 465			\$ -
Prop 30 Salary	\$ 332	\$ 321	\$ 321	\$ 321	\$ (11)
Prop 30 Benefits	\$ 121	\$ 115	\$ 115	\$ 115	\$ (6)
1310 salary	\$ 6,177	\$ 5,785	\$ 5,785	\$ 5,981	\$ (196)
All other hourly salaries (hsallc)	\$ 1,642	\$ 1,726	\$ 1,409	\$ 1,408	\$ (233)
Hourly Benefits	\$ 915	\$ 1,127	\$ 1,086	\$ 915	\$ -
General & Operating Expenditures (nsallc)	\$ 3,311	\$ 3,488	\$ 3,777	\$ 3,740	\$ 429
Adjustment to balance	\$ (867)	\$ -	\$ -	\$ -	\$ 867
	\$ 45,258	\$ 47,943	\$ 47,754	\$ 48,049	\$ 2,792
2019-2020 New Available Funds		\$ 74	\$ 273	\$ 1,096	

For planning

For Planning Purposes only

Budget Scenarios FY2019-2020

Categories:

- New Faculty FTE
- New Classified Professional FTE
- Strategic Initiatives Support
- General Operating/Discretionary
- Instructional Equipment / TCO

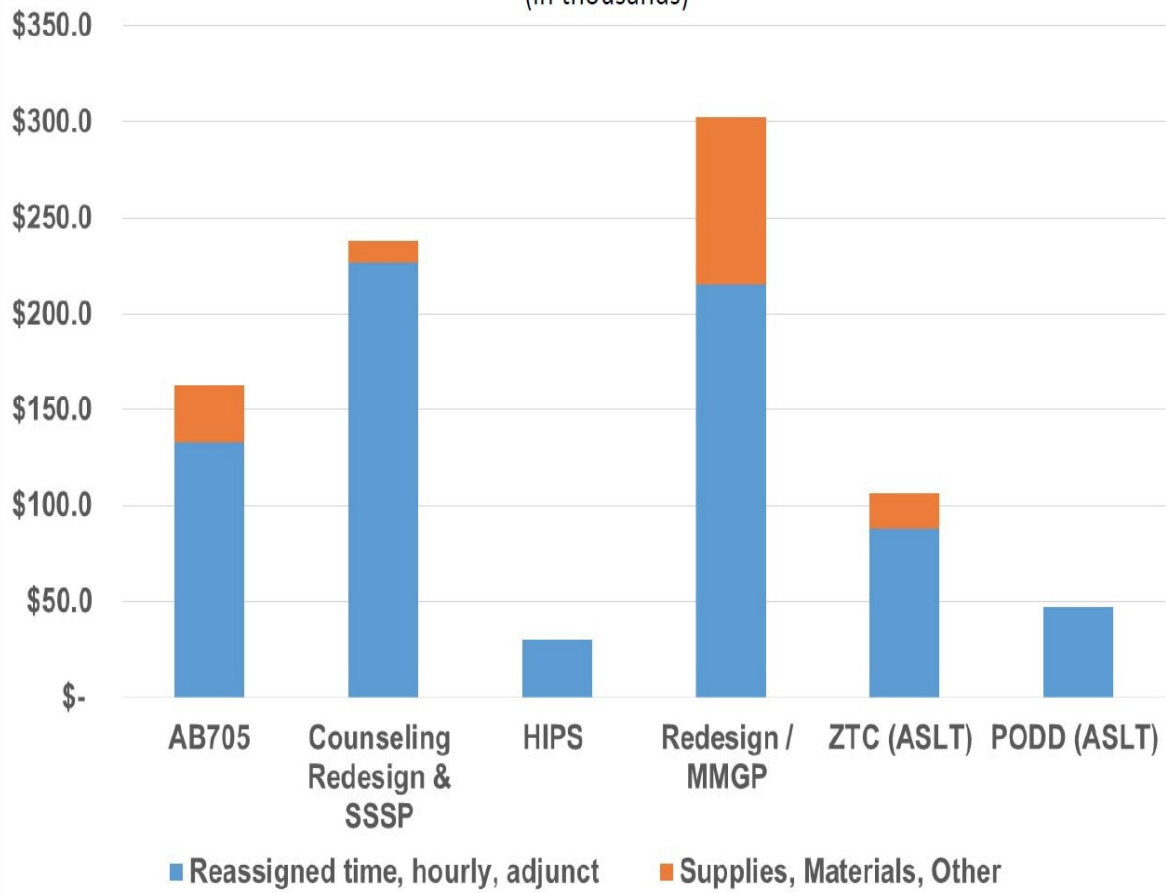
Strategic Initiatives FY2019-20

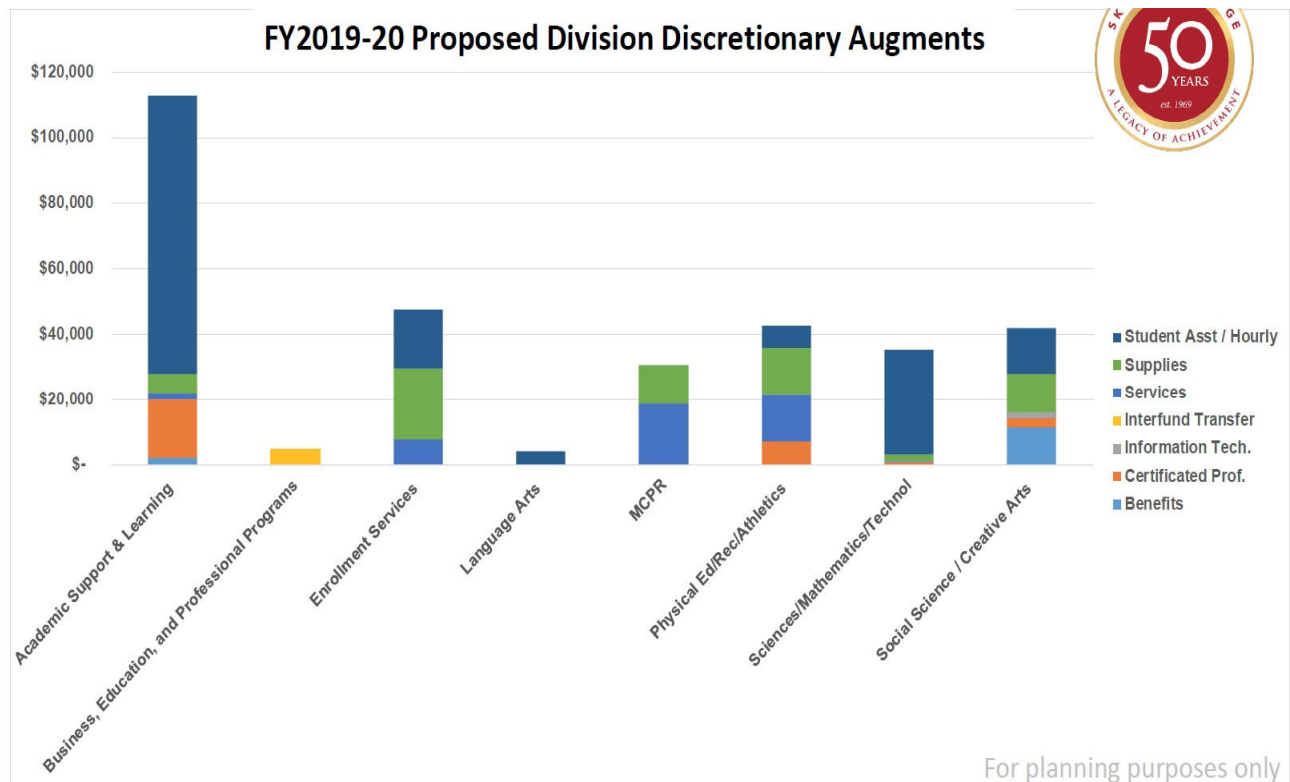
Proposed Fund 1 Support

- AB705
- High Impact Practices (HIPs)
- Counseling Redesign
- Guided Pathways / Redesign
- Zero Textbook Cost (ZTC)
- Programs and Online Degree Development (PODD)
- Dual Enrollment

Strategic Initiatives Expenses FY2019-20

(in thousands)





Definition of Instructional Equipment

- Equipment: Tangible property with a purchase price of \$200 or more and a useful life of more than 1 year, excluding land and buildings.
- Instructional: item used for classroom instruction, student instruction, or demonstration, or in the preparation of learning materials, including five types:

1. *Equipment & Furniture*
2. *Information Technology*
3. *Software*
4. *Adaptive Equipment*
5. *Library Material*

Instructional Equipment	Not Instructional Equipment
Whiteboard	Photocopiers
Projector	File Cabinets
Desks	Bookcases
Podium	Networking Infrastructure
Learning Mgt System	Software Licenses

SPARC Group Exercise for Proposed 2019-2020 New Fund 1 Resource Allocation

		<i>Scenario 1</i>			<i>Scenario 2</i>			<i>Scenario 3</i>		
Total Available Balance		\$	1,095,604		\$	1,095,604		\$	1,095,604	
CPI - distribute to Divisions		\$	(111,474)		\$	(111,474)		\$	(111,474)	
% One-time budget requests		\$	(100,000)		\$	(100,000)		\$	(100,000)	
Available Balance		\$	884,130		\$	884,130		\$	884,130	
% for New Positions		\$	(289,055)	32.7%	\$	(289,055)	32.7%	\$	(289,055)	32.7%
Category 1	New Faculty	\$	(75,186)	1.00	\$	(75,185.98)	1.00	\$	(75,186)	1.00
Category 2	Classified Professional	\$	(213,869)	2.00	\$	(213,869)	2.00	\$	(213,869)	2.00
	Administrator/Director	\$	-	-	\$	-	-	\$	-	-
Category 3	% for College Innovative Strategies	\$	(397,858)	45.0%	\$	(256,398)	29.0%	\$	(308,650)	34.9%
Category 4	% for General Operating/Discretionary	\$	(98,580)	11.2%	\$	(169,311)	19.2%	\$	(56,540)	6.4%
Category 5	% for Instructional Equipment (TCO)	\$	(98,580)	11.2%	\$	(169,311)	19.2%	\$	(229,874)	26.0%
		\$	55	100.0%	\$	55	100.0%	\$	11	100.0%
Salary & Benefit Calculations (see Step 2)										
	Administrator	193E, Step 4	\$	141,204	35.3%	\$	191,049			
	Classified Professional	Grade 27, Step 3	\$	69,348	54.2%	\$	106,935			
	Faculty, Instruction	Grade 4, step 6	\$	92,988	39.4%	\$	129,662			
	Adjunct, Instruction	Step 7, lecture	\$	48,605	12.1%	\$	54,476			
	Net Cost		\$	75,186						