

DISTRICT COUNCIL COMMITTEE

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AGENDA

DISTRICT COUNCIL MEETING
DO Conference Room
February 18, 2010
3:00 – 5:00 p.m.

1. Approval of December 17 Meeting Minutes
2. District Committee Reports
 - a. District Budget Committee (Hawk)
 - b. District Facilities Committee (Hawk)
 - c. Citizens' Bond Oversight Committee (Hawk)
 - d. Retirement Board (Hawk)
 - e. District Technology Committee (Onwiler)
3. Reorganization Proposal (Hawk)
4. Board Policies (Hawk)
 - a. HR Policies and Procedures (Sections 3 & 7) (Hawk) – Feedback from constituency groups to Sandy Dillon requested by April 1, 2010.
 - b. Student Services Policies – Chapter 5
 - c. Academic Policies – Chapter 4
 - d. Board Subcommittee
 - e. FCMAT
5. Accreditation Concerns: Board Involvement (Hawk/All)
 - a. Board requests from constituency groups



SJECC DISTRICT COUNCIL MEETING MINUTES

**February 18, 2010
3:00—5:00 p.m.
DO Conference Room**

Attendees:

D. Coon, C. Frazier, H. Gee, B. Hanfling, J. Hawk, D. Hawkins, T. Onwiler, J. Thompson, J. Tomisaka, D. Yancey

Other Attendees:

C. Coen

Absent:

S. Dillon, Y. Madrigal, E. Ortiz-Kristich

Recorder:

J. Pace

1) Approval of December 17, 2009, Meeting Minutes

M/S/C (Yancey/Hawkins) to approve the minutes of the December 17, 2009, meeting as amended.

2) District Committee Reports

- a) District Budget Committee – No report given.
- b) District Facilities Committee – No report given.
- c) Citizens Bond Oversight Committee – No report given
- d) Retirement Board – No report given.
- e) District Technology Committee – No report given.

3) Reorganization Proposal

Acting Chancellor Hawk distributed reorganization proposals for Reprographics, ITSS, and Fiscal Services, and she asked each member of the District Council to take the proposals back to their constituents for discussion. She said these proposals would be brought to the Board at the February 23 Budget Study Session, with the understanding that they have not yet been discussed by the constituency groups. In discussing the proposed reorganizations, Acting Chancellor Hawk stated these proposals were based on looking at best practices and where the

district can find efficiencies. In discussing the Fiscal Services reorganization, Dr. Treadway expressed his concern about the colleges not having a dedicated financial vice president on site because that position is vital to aiding the presidents in their fiscal decisions. The DC members agreed with his statement and also expressed their concerns about centralizing all the financial decisions of the colleges at the DO. The ITSS reorganization proposal was also discussed; and, again, the DC members expressed their concerns about centralizing the IT functions and not having enough on-site support at the colleges. The proposed Reprographics reorganization was supported by the DC members because each campus would still retain its own Copy Center.

Acting Chancellor Hawk also distributed an Ala Carte Menu of proposed options to cut expenses for 2010—2011. She said this would also be brought to the Board at the February 23 Study Session. The DC members discussed this at length and agreed to meet with their constituents to review the proposals, especially since the reduction of salary and medical benefits fall under the contract negotiations area. Acting Chancellor Hawk also distributed a Classified Position Status sheet that showed the 2009 CSEA layoffs, proposed position eliminations and new positions for 2009—2010.

4) Board Policies

- a) HR Policies and Procedures (Sections 3 & 7) – Acting Chancellor Hawk stated that Vice Chancellor Dillon has requested feedback from the group on/before April 1. She also stated that if the group wanted to add policies to Sections 3 & 7, they could do so later; but the plan is to still move forward with those policies already outlined in these sections.
- b) Student Services Policies (Chapter 5) – This chapter is almost ready to be submitted to the Board for its first reading.
- c) Academic Policies (Chapter 4) – This chapter is almost ready to be submitted to the Board for its first reading.
- d) Board Subcommittee – Acting Chancellor Hawk discussed the first meeting of the Board Bylaws and Policies Subcommittee meeting and said the DC members would receive notice of the next meeting as well as copies of the agenda and meeting materials.
- e) FCMAT – Acting Chancellor Hawk announced that, per her invitation, FCMAT would be visiting the district the week of March 1 to review our internal fiscal processes. Since the State Chancellor's Office is paying for this, there will be no negative financial impact to the district for this review.

5) Accreditation Concerns: Board Involvement

- a) Board requests from constituency groups – Concerns were expressed related to Board micro-management that the Board should be going through the district's current governance structure. The request the Board made at the last Board meeting to hear the concerns of all the constituents present is an example of these concerns. The group was reminded that this particular request was made by one Board member, and not the Board as a whole.

The meeting adjourned at 5:03 p.m.



AGENDA

DISTRICT COUNCIL MEETING
DO Conference Room
April 8, 2010
3:00 – 5:00 p.m.

1. Approval of February 18, 2010, Meeting Minutes
2. District Committee Reports
 - a. District Budget Committee (Hawk)
 - b. District Facilities Committee (Hawk)
 - c. Citizens' Bond Oversight Committee (Hawk)
 - d. Retirement Board (Hawk)
 - e. District Technology Committee (Onwiler)
3. Adjunct Benefits (Hanfling)
4. Class Cuts for 2010-2011 – Board Direction vs. College Estimates of 10 (Hanfling)
5. Census Pilot (Frazier)
6. Student Fees – Accounts Receivables (Gee)
7. Policy Approvals (Hawk)
 - a. Academic
 - b. Student Services
 - c. HR



SJECC DISTRICT COUNCIL MEETING MINUTES

**April 8, 2010
3:00—5:00 p.m.
DO Conference Room**

Attendees:

J. Barraza, D. Coon, S. Dillon, C. Frazier, H. Gee, J. Hawk, D. Hawkins, T. Onwiler, J. Thompson, D. Treadway, D. Yancey

Other Attendees:

None

Absent:

B. Hanfling, Y. Madrigal, E. Ortiz-Kristich, J. Tomisaka

Recorder:

J. Pace

1) Approval of Agenda

M/S/C (Gee/Barraza) to add item **6.5 Board Policies/Procedures Schedule** to the agenda.

2) Approval of February 18, 2010, Meeting Minutes

M/S/C (Yancey/Gee) to approve the minutes of the February 18, 2010, meeting.

3) District Committee Reports

- a) District Budget Committee – No report given.
- b) District Facilities Committee – No report given.
- c) Citizens Bond Oversight Committee – Their report will be ready by the next meeting, which is scheduled in May.
- d) Retirement Board – Acting Chancellor Hawk met with some members of the board, and their next board meeting will be held in May.
- e) District Technology Committee – Did not meet due to spring break.

4) Adjunct Benefits

Since Barbara Hanfling was not in attendance at the meeting, this item will be discussed at the May 20th meeting. The discussion will involve trying to think of a way to provide benefits to adjunct faculty who have SRP but have reduced classes due to budget cuts.

5) Class Cuts for 2010-2011

Mr. Yancey discussed his concerns about rumors that courses at SJCC will be reduced by 5%. He said it's important the campuses know what's going to happen because if there is another 5% course reduction, then adjunct faculty will have another cut in their course loads. Acting Chancellor Hawk stated that it's important for the executive team of SJCC to determine their response to this issue and how they will communicate it to their college.

6) Census Pilot

Mr. Frazier stated his concerns with the kind of responses he's received regarding the census pilot. Mr. Onwiler stated the only negative impact was that David Yancey and one other instructor's information didn't take, and it was inputted manually. Ms. Hawk said it's still a little frustrating because it's a pilot. She asked Mr. Onwiler to attend the senate meetings to discuss the process.

6.5) Board Policies/Procedures Schedule

Mr. Gee recommended that DC members move ahead with getting the chapters adopted first and then, if changes are needed, they can be made in the Fall and sent to the Board for approval in the Spring. We need to assure people that we are getting our policies through the process and that there is a schedule. Ms. Hawk said her only concern would be that we include a legal review so that the necessary changes can be made to the policies before they are reviewed at the colleges. Also, the DC should determine at the beginning of the year which policies would be reviewed during the year.

7) Board Policy Approvals

Mr. Gee reported that the review process for Chapters 4 and 5 have been completed at EVC, and those chapters have been adopted. However, the HR policies have not yet been reviewed. Ms. Dillon said the HR policies have been under review since last year. She asked Mr. Gee to accelerate the review process at EVC. Ms. Hanfling has already provided her input on behalf of SJCC. Mr. Frazier stated these policies would be on the Academic Senate meeting agenda tomorrow. Acting Chancellor Hawk said we don't want to be tagged by accreditation because the review process has been so slow. We're not concerned about the procedures at this point, only the policies. Mr. Frazier stated that Chapter 5 has been approved, but Chapter 4 is still not completed.

The meeting adjourned at 4:45 p.m.



AGENDA

DISTRICT COUNCIL MEETING
DO Conference Room
May 20, 2010
3:00 – 5:00 p.m.

1. Adoption of Agenda
2. Approval of April 8, 2010, Meeting Minutes
3. District Committee Reports
 - a. District Budget Committee (Hawk)
 - b. District Facilities Committee (Hawk)
 - c. Citizens' Bond Oversight Committee (Hawk)
 - d. Retirement Board (Hawk)
 - e. District Technology Committee (Onwiler)
4. Multi-year Budget/Fiscal Impact/Consequences with multi-tracks – (Gee)
5. Reorganizations - (Hawk)
6. Policy Approvals - (Hawk)
 - a. Travel
 - b. Chapters 4 & 5
7. Credit Card Process – (Hawk)
8. Website Redesign – (Gomez/Corley)
9. Investigation Update – (Treadway)

SJECC DISTRICT COUNCIL MEETING MINUTES

May 20, 2010
3:00—5:00 p.m.
DO Conference Room

Attendees:

J. Barraza, D. Coon, S. Dillon, P. Engdahl, C. Frazier, H. Gee, B. Hanfling, J. Hawk, D. Hawkins, T. Onwiler, A. Reyes, J. Thompson, J. Tomisaka, D. Treadway, D. Yancey

Other Attendees:

D. Corley, M. Gomez

Absent:

Y. Madrigal, E. Ortiz-Kristich,

Recorder:

J. Pace

1) Approval of Agenda

M/S/C (Gee/Barraza) to add item **6.5 Board Policies/Procedures Schedule** to the agenda.

2) Approval of April 8, 2010, Meeting Minutes

M/S/C (Yancey/Gee) to approve the minutes of the April 8, 2010, meeting.

3) District Committee Reports

- a) District Budget Committee – At its May meeting, the DBC reviewed the 3rd qtr. report in detail and also presented an update on the A La Carte Menu. The DBC also reduced the Fiscal Services reorganization by one employee.
- b) District Facilities Committee – No report given.
- c) Citizens Bond Oversight Committee – The CBOC approved the final draft of the annual report for last year, which had been delayed; and there now is a schedule to get back on track. The annual report has been printed and copies will be distributed soon.
- d) Retirement Board – The RB reviewed financial performance through the end of April. May has been very volatile, and the OPEB lost about 20% of its earnings since the end of April but still has positive earnings since its inception. The RB will meet again in July.
- e) District Technology Committee – No report given.

4) Multi-year Budget/Fiscal Impact/Consequences with multi-tracks

Mr. Gee asked that since the district will be in fiscal difficulties for years to come, we need to have a forecasting model that gives us a tracking of what things are going to happen on a month-by-month basis.

5) Reorganizations

Vice Chancellor Hawk reviewed the ITSS and Fiscal Services reorganization proposals. The committee discussed concerns about how the proposed reorganization would negatively impact the IT support at the colleges. They also expressed concerns for the employees impacted by the reorganization. Were those employees included in the discussions about the proposed reorganization? Acting President Reyes answered that the three ITSS staff members were met with, and they were given the opportunity to express their concerns. The CSEA was also consulted during the process.

Some members of the DC also expressed concerns about the lack of details in the A La Carte Menu, and the perception from the unions is that different information is being reviewed at the different committees. Vice Chancellor Hawk answered that she would be happy to meet with the various district constituency groups to ensure that everyone has been provided the same information and that all questions are answered to their satisfaction.

6) Policy Approvals

Vice Chancellor Hawk distributed a draft of BP 6304 Travel, which had been revised by the Board Bylaws & Policies Subcommittee to add number five to address the Chancellor's travel. The DC agreed this policy can be submitted to the Board for provisional approval with the understanding that the constituency groups will review it after summer break and recommend any changes they may have to the policy.

M/S/C (Yancey/Hanfling) to approve BP 6304 Travel as amended by the Board Bylaws & Policies Subcommittee.

Vice Chancellor Hawk asked for an update on chapters 4 and 5 so that they would be ready to put on the board agenda for review.

7) Credit Card Process

Vice Chancellor Hawk distributed a document outlining the district's credit card process, which included the district members who currently possess credit cards and their purchasing limits. The DC discussed the importance of providing receipts for purchases, and the fact that this has not always been taken seriously by some members of the district. Vice Chancellor Hawk said the district should consider an administrative procedure that would allow credit cards to be taken away from those employees who fail to submit receipts.

8) Website Redesign

Ms. Monica Gomez and Mr. David Corley distributed a document which outlined the proposed redesign of the district's website. In particular, they discussed the various changes which will be made to the home page.

9) Investigation Update

Acting Chancellor Treadway gave an update on the release and findings of the three investigative reports. He discussed the forums that will be held at both campuses tomorrow in which the Trustees would give a statement and answer questions from the campus community and public on the findings of the first report concerning the Chancellor.

The meeting adjourned at 4:50 p.m.



AGENDA (Revised 9.16.10)

DISTRICT COUNCIL MEETING
DO Conference Room
September 16, 2010
3:00 – 5:00 p.m.

1. Adoption of Agenda
2. Approval of May 20, 2010, Meeting Minutes
3. District Committee Reports
 - a. District Budget Committee (J. Hawk)
 - b. Citizens' Bond Oversight Committee (J. Hawk)
 - c. Retirement Board (J. Hawk)
 - d. District Technology Committee (J. Hawk)
4. Participatory Governance: Purpose and Structure of the District Council (R. Cepeda)
5. Proposed Chancellor's Performance Objectives (R. Cepeda)
6. Upcoming Campus Forums (R. Cepeda/K. Chief Elk/J.Hawk)
7. Streamlining the Hiring Process (K. Chief Elk)
 - a. Personnel Action Form (Proposed Revision)
 - b. Draft – Justification to fill a Vacancy
8. BP 6305 Procurement Card Policy (J. Hawk)
9. BP 6304 Travel Policy
10. Independent Report Thematic Summary of Findings: Proposed Monitoring and Compliance Management Tool (R. Cepeda)
11. Other

SJECC DISTRICT COUNCIL MEETING MINUTES

**September 16, 2010
3:00—5:00 p.m.
DO Conference Room**

Attendees:

K. Chief Elk, R. Cepeda, D. Coon, C. Frazier, H. Gee, M. Gomez, B. Hanfling, J. Hawk, D. Hawkins, L. McKee, E. Narveson, R. Porras, J. Thompson, J. Tomisaka, D. Yancey

Other Attendees:

H. Cordova

Absent:

P. Engdahl, D. Treadway,

Recorder:

J. Pace

1) Approval of Agenda

M/S/C (Yancey/Gee) to adopt the agenda as amended: Discussion on Board Policy Chapters 4 & 5 will be added.

2) Approval of September 16, 2010, Meeting Minutes

M/S/C (Hawkins/Tomisaka) to approve the minutes of the September 16, 2010, meeting as amended.

3) District Committee Reports

- a) District Budget Committee – Vice Chancellor Hawk reviewed the August 26 meeting. She stated the 320 report was discussed and distributed. The minutes in which the plan that would be submitted to the Board were approved.
- b) Citizens Bond Oversight Committee – At its last meeting in June, the committee reviewed measure G bond report that included the project information. The committee received the June 30 financial report. The subcommittee of the CBOC met to discuss the annual report for 2009-2010, and the 2008-2009 financial report was distributed. Vice Chancellor Hawk distributed information about the district's search for new CBOC members. The application deadline is September 30, 2010. Mr. Gee asked about the selection process that would be used to choose the new committee members. Vice Chancellor Hawk answered the Board would establish a subcommittee for interviews,

and that subcommittee would select the applications that would be considered by the Board. Mr. Gee stated he would prefer that all candidates be interviewed at a Board Open Session meeting. Mr. Yancey stated he would prefer the subcommittee choose the finalists that the Board would interview in Open Session.

- c) Retirement Board – It was a volatile quarter. The bond experienced a loss of \$1.4 million. The short-term value on June 30 was \$4,024,695 and \$1.4 million was withdrawn to cover current retiree medical costs. Since its inception in the Spring of 2008, the long-term fund had 16.5% earnings. Short-term fund earnings was 15.04%-- well above the 8% we anticipated. The consultants will attend the October meeting to discuss strategies for when the swap has to take place next May.

4) Participatory Governance: Purpose and Structure of the District Council

Chancellor Cepeda distributed a draft document regarding the purview of the District Council, including the composition and responsibilities of the Council. Ms. Hanfling stated that the document Chancellor Cepeda distributed, which was printed from the district's website, was incomplete. Chancellor Cepeda stated she would do further research to find the document former Vice Chancellor Root posted about the District Council.

In reviewing the composition of the Council, Vice Chancellor Hawk recommended removing the Facilities and ITSS Directors as members, but invite them when their presence is needed to discuss items on the agenda that relate to them. Chancellor Cepeda requested that the District Council add Managers/Supervisors/Confidentials and Workforce Institute representation to the membership since the district wants every employee group to be included. She also thanked the AS President, Ray Porras, for attending the meeting.

In discussing the responsibilities, Mr. Frazier expressed concern about the difficulties in reporting back to constituents. He stated we need to find a better venue for doing that in a timely manner.

Ms. Hanfling requested this item be placed on the agenda at the next District Council meeting so that the Council responsibilities can be discussed in more detail.

M/S/C (Yancey/Hawkins) to add MSC and Workforce Institute as members and remove the Facilities and ITSS directors as members of the District Council.

5) Proposed Chancellor's Performance Objectives

Chancellor Cepeda distributed a draft document of the Chancellor's Proposed Performance Objectives. She asked the Council to provide input to her before the September 28 Board Meeting, in which the Board would approve them. Mr. Frazier asked that campus safety be included as this is a stronger statement than the broader topic of emergency preparedness. President Coon stated that #7 Conduct an organizational analysis and realign staffing, should be an area of major focus because the district is not where it should be on this item. Chancellor Cepeda agreed and stated the system as a whole is not where it should be. Mr. Cordova recommended addressing the mission of the district. Chancellor Cepeda answered that, in developing this document, her executive team used the district's mission statement as the framework that guided her performance objectives.

6) Upcoming Campus Forums

Chancellor Cepeda discussed the presentations that would be given at the upcoming campus forums on September 22. She stated many faculty and employees from both campuses have invited her to events and requested that she visit the colleges more often. These forums are the first step in making that happen. The college presidents have coordinated the forums, and will be available, along with Vice Chancellors Hawk and Chief Elk, to answer questions and address concerns expressed by faculty, staff and students.

7) Streamlining the Hiring Process

Vice Chancellor Chief Elk distributed a Staffing Review Process document and gave an overview of the staffing review process that would be used to determine whether or not a vacant position is essential and needs to be filled. She stated the review process that would take place at three levels: the department level, the college/DO level and the Executive Team level. Ms. Hanfling stated that for the past two years, a faculty position has never been considered essential. Mr. Yancey expressed the FA's continuing concern that the lay off of our Adjunct Faculty are not recognized or appreciated in the context of other district cutbacks or lay offs because they are to some extent faceless. When they are laid off no one notices and the District uses them because they are cheaper than full time faculty even though we all agree our students fare better when there are full faculty in their programs. Chancellor Cepeda answered that the district can institute a hiring freeze; and, when that happens, people are moved around anyway. Mr. Cordova said he like the revised Personnel Action Form Vice Chancellor Chief Elk distributed but asked that the job description and composition of the hiring committee be included when the form is submitted.

The District Council members agreed that, although they like the document Vice Chancellor Chief Elk distributed, they do not want this process to replace the hiring process and procedures already in place at the district.

8) BP 6305 Procurement Card Policy

Vice Chancellor Hawk distributed a second draft of the new Procurement Card Policy. This revision includes edits that were made at the last Board Policy Committee meeting. Vice Chancellor Hawk asked the DC to review and provide her with any input they may have. She stated the policy sets the individual limits on charges and reduces the limits to three levels, instead of the numerous individual limits that have previously been in place. Once this policy is approved by the Board, the procedures to the policy will be written and implementation will transpire immediately.

9) BP 6304 Travel Policy

Vice Chancellor Hawk distributed the draft Travel policy that was submitted to the Board at the September 14 meeting for a first reading. She stated she would like to submit them to the Board for approval at the September 28, 2010, Board Meeting and asked the DC, if they have additional inputs, to provide those to her before that meeting.

Agenda Item added – Discussion of Board Policy Chapters 4 & 5

Mr. Gee distribute a draft of BP chapters 4 and 5 and stated these have been going through the review process for over two years. Chapter Five is now complete, but may need reformatting and further legal review to ensure they still comply with the CCLC. Chapter Four has had final review with the college presidents and Chancellor: Chapter 5 had not. Chapter Four went through legal review, which resulted in some minor changes. No legal review was made on Chapter Five. Chancellor Cepeda requested both chapters undergo legal review before they are distributed to the constituents for review. Also, the DC needs to determine the process by which Board policies will be reviewed throughout the district.

10) Independent Report Thematic Summary of Findings: Proposed Monitoring and Compliance Management Tool

Chancellor Cepeda distributed a draft document on the findings of the independent report and asked for input. Some suggestions include changing “Discretionary Expenditures” to “District Expenditures” and “Establishing a Quarterly Reporting Calendar” to “Establishing a Periodic Reporting Calendar.

The meeting adjourned at 5:20 p.m.

AGENDA
DISTRICT COUNCIL MEETING
SJCC Technology Center, T-112
October 21, 2010
3:00 – 5:00 p.m.

1. Adoption of Agenda
2. Approval of September 16, 2010, Meeting Minutes
3. District Committee Reports
 - a. District Budget Committee - (J. Hawk)
 - b. Citizens' Bond Oversight Committee - (J. Hawk)
 - c. Retirement Board - (J. Hawk)
4. Budget Update - (R. Cepeda)
5. Chancellor's Board Approved Performance Objectives - (R. Cepeda)
6. District's "dl" Use: A Discussion - (All)
7. Emergency Preparedness/Campus Safety - (R. Aguirre)
8. Accreditation Visit - (R. Cepeda/All)
9. Revised District Council Charge - (R. Cepeda)
10. Travel Policy - (R. Cepeda)
11. Human Resources - (R. Cepeda)
 - a. Organizational Analysis
 - b. Status of Presidents' Search
 - c. Staff Evaluations
12. Other

SJECCD DISTRICT COUNCIL MEETING MINUTES

October 21, 2010

3:00—5:00 p.m.

SJCC Technology Center, T-112

Attendees:

R. Cepeda, P. Engdahl, F. Espinoza, C. Frazier, H. Gee, T. Gilkerson, M. Gomez, F. Gonzales, J. Hawk, D. Hawkins, L. McKee, E. Narveson, R. Porras, I. Thompson, J. Thompson, J. Tomisaka, D. Treadway, D. Yancey

Other Attendees:

R. Aguirre

Absent:

D. Coon, B. Hanfling, K. Garcia

Recorder:

J. Pace

1) Approval of Agenda

M/S/C (Yancey/McKee) to adopt the agenda as submitted.

2) Approval of September 16, 2010, Meeting Minutes

Mr. Yancey will provide Ms. Pace with edits for the September 16, 2010, meeting minutes, and the revised minutes will be put on the November 18 meeting agenda for approval.

3) District Committee Reports

- a) District Budget Committee – Vice Chancellor Hawk reported that at its last meeting, the adopted budget was reviewed fund by fund, and the DBC made no changes to the budget that was presented to the Board of Trustees on September 28. The DBC will be convening next Thursday to consider the impact of the state budget and the portions vetoed by the Governor. The DBC will also discuss how the district will implement the additional reductions to the 1st quarter revision of the budget.
- b) Citizens Bond Oversight Committee – Vice Chancellor Hawk stated the CBOC is still seeking additional members, especially in the business community and student support areas. So far, seven applications have been received; but only one candidate met the minimum qualifications. At some point, the search committee will be engaging the Board

of Trustees with candidates for their consideration. Hopefully, this will occur during the November board meeting.

- c) Retirement Board – Vice Chancellor Hawk stated the next meeting will consider a variety of issues concerning earnings and the next steps. OPEB earnings are up \$9M as of September 30—much better than was anticipated. We are now in the process of asking our bond consultant to help us consider how to best use these funds. One of the options is to consider lowering our investment amount, thus lowering our rate of return. If we could bring the rate of our investment down, that would minimize the amount of risk we would incur if the market took a downturn.

4) Budget Update

Chancellor Cepeda reported that the community colleges did well in the state budget because it includes new funds for colleges. Of course, those new funds came from our own budget, and the state will take it away from us in the 3rd quarter. It looks as if we are getting \$1.9M, and they will be taking back \$1.7M. And we will not receive payment until July so we will have to borrow money to make ends meet. So much is still not clear; such as, whether or not there will be a deferral in the 3rd quarter or perhaps the state budget may even improve.

The accreditation teams shared recommendations that apply to both colleges. Of critical concern is the state of our finances. We need clarity by planning for the worst while hoping for the best. This will take a lot of conversation among all constituencies. We must find a way to meet our growth. Growth means that the money we see coming will position us in the best place for a new baseline for subsequent years. Our productivity has gone up, but we have to ensure we have the baseline. Mr. Gee stated our district has been reactive for too long—we need to be proactive instead. Chancellor Cepeda stated we also need to look for new resources. Anything we can bring in through federal and state grants, Foundation dollars, and other sources of revenue; we need to pursue all these options and make the most of our resource opportunities.

5) Chancellor's Board Approved Performance Objectives

Chancellor Cepeda distributed her performance objectives that were approved by the Board of Trustees. She provided a history of how the document evolved and how it will be used as a tool moving forward. She stated the final document included the recommended revisions from the last DC meeting. Chancellor Cepeda stated that collaboration is important for her in determining her objectives and priorities. Her plan is to include the input provided by the district's constituency representatives; and, if for some reason she cannot do that, she would let everyone know the reason why. The next step is to develop a work plan from the performance objectives. She's working hard with her executive team to produce timelines because the Board has requested a strategic document by November. Most strategic plans are developed from the bottom up. Chancellor Cepeda stated that is not an option because the November deadline is so short, but the next work plan would allow for more input from the constituency groups.

The DC discussed the prior strategic planning work done by the Dissero Group. Mr. Frazier expressed his concerns that the strategic plan Dissero put together was done so without faculty involvement. Mr. Gee announced that EVC is having a strategic planning meeting on November 5. President Treadway stated that one of the issues brought forward by the accreditation review team is that the colleges have no plan in place for downsizing. We have a lot of work to do in this regard.

6) District's "dl" Use: A Discussion

Chancellor Cepeda distributed a copy of the district email guidelines document that is posted in the district's public folders. She stated that although the document is a good one, it is not being practiced throughout the district. The district needs to consider what happens when an employee uses the district email in a way that's offensive to the reader. The DC discussed that even though there have been abuses in using district email, the district values free speech. There is concern that if free speech in the form of written email communications becomes censored, it's an infringement on constitutional rights. Also of concern is it's not clear who would have the right to determine what can or cannot be communicated. Chancellor Cepeda asked the DC to consider the following options for discussion at the next meeting: 1) maintaining the status quo by continuing to enforce the procedures now in place, 2) making it impossible for the whole district to receive email replies: this can be achieved through an administrative tool regarding dl's or 3) developing a new policy or procedure that would detail a litmus test for determining which emails create a hostile working environment.

7) Emergency Preparedness/Campus Safety

Mr. Ray Aguirre, District Chief of Police, distributed a copy of the 2009 SJECCD Campus Security Report. He thanked all district staff for their participation in the morning's Shakeout drill. He stated the district has been especially concerned about the recent incidents at SJCC. Unfortunately, there is not enough police presence on the campuses. Mr. Aguirre stated that his budget does not allow for a permanent second police officer on the campuses. However, the second officer that was placed at SJCC due to the recent violent attacks did make an intervention regarding an indecent exposure incident. Another area where the district needs to improve is that currently there is no safety and security infrastructure. We have members of the district that don't have the Cisco alert phones. Therefore, the district needs to enhance its security infrastructure. Mr. Yancey asked for an update on the proposed bicycle patrols. Vice Chancellor Hawk answered that she just found out about this proposed program two weeks ago, and will provide an update at the next DC meeting.

8) Accreditation Visit

Chancellor Cepeda commended the accreditation site visit team for doing so much in such a brief time. She stated the team hit the mark very well. Some areas of improvement concern shared governance, a clear delineation between the functions of the Board and Chancellor, a clear delineation of functions between the district and the colleges, maintaining fiscal solvency and having adequate reserves, continuous review of Board policies, evaluation processes for the Board, district staff and faculty, strengthening research functions and the RIE Office, as well as other recommendations specific to the colleges. Chancellor Cepeda reviewed the proposed accreditation timelines: The team chair finalizes report on November 5, the team chair forwards draft report to the college presidents for review and to correct errors of fact on November 22, chairs prepare final document and submit to Accreditation Commission on November 30, and the Commission reviews and acts on the report at the Semi-Annual Commission Meeting on January 11-13, 2011.

9) Revised District Council Charge

Chancellor Cepeda distributed a document regarding the charge and composition of the DC, which was revised per the request of the DC at its last meeting. She asked the team to review this document so it could be approved at the next DC meeting.

10) Travel Policy

Chancellor Cepeda requested that since Trustee Okamura recommended a change of the draft Travel Policy, the DC take this document to their constituents for consultation. Mr. Gee stated he received negative feedback from the EVC Academic Senate members because of concerns about needing to get the travel approved before making travel arrangements, especially because there is often a limited time for taking advantage of special fares and hotel rates. Mr. Frazier stated he received input from the SJCC Academic Senate that this proposed policy blurs the line between the policy and procedure area.

11) Human Resources

- a. Organizational Analysis
- b. Status of Presidents' Search
- c. Staff Evaluations

The HR items were not discussed due to time restraints.

The meeting adjourned at 5:10 p.m.

AGENDA
DISTRICT COUNCIL MEETING
DO Conference Room
December 16, 2010
3:00 – 5:00 p.m.

1. Adoption of Agenda
2. Approval of September 16 and October 21, 2010, Meeting Minutes
3. Participatory Governance Structure – (R. Cepeda)
 - a. Participatory Governance Committees
 - b. SJECCD Budget Model
 - c. Review of the College Budget Planning Process
4. Measure G 2010: Next Steps – (R. Cepeda/J. Hawk)
5. District Committee Reports
 - a. District Budget Committee - (J. Hawk)
 - b. Citizens' Bond Oversight Committee - (J. Hawk)
 - c. Retirement Board - (J. Hawk)
6. Human Resources - (K. Garcia)
 - a. Organizational Analysis
 - b. Status of Presidents' Search
 - c. Staff Evaluations
7. Board Agenda – (R. Cepeda)
 - a. Disclosing positions instead of names of individuals
8. PDD Agenda – (R. Cepeda)
9. Status of Strategic Planning - (R. Cepeda/R. Ledesma)

SJECED DISTRICT COUNCIL MEETING MINUTES

December 16, 2010
3:00—5:00 p.m.
DO Conference Room

Attendees:

R. Cepeda, C. Coen, C. Frazier, K. Garcia, H. Gee, T. Gilkerson, B. Hanfling, J. Hawk, D. Hawkins, K. Hay, L. McKee, I. Thompson, J. Thompson, J. Tomisaka, D. Treadway, D. Yancey

Other Attendees:

R. Ledesma

Absent:

P. Engdahl, R. Porras

Recorder:

J. Pace

1) Approval of Agenda

M/S/C (Hawkins/Thompson) to adopt the agenda as submitted.

2) Approval of September 16, and October 21, 2010, Meeting Minutes

M/S/C (Gee/Tomisaka) to approve the September 16, 2010, meeting minutes.

M/S/C (Garcia/Yancey) to approve the October 21, 2010, meeting minutes as amended: Kim Garcia was absent from the meeting.

3) Participatory Governance Structure – (R. Cepeda)

- a) Participatory Governance Committees – Chancellor Cepeda discussed the need for an Administrative and Governance Handbook that would be accessible at both the district and college websites. This handbook would include a current administrative chart that outlined the various DO departments and the district's participatory governance committees. The June 2007 Planning and Budgeting: A New Process document includes the district's committees; but the document is not complete, i.e. the District Technology Committee is currently not in place. Chancellor Cepeda stated that one goal in the coming year is that the DC would work to solidify the district's committees; and, in the process, determine which committees should be expanded.

Mr. Gee stated the work of developing the handbook should consist of two parts: 1) getting the document together, and 2) researching the substantive items of the document. It took almost two years for the EVC College Council Chair to put together a shared governance handbook. He suggested that a subcommittee be assigned the task of creating a template document so that as the information comes in, it can be filled in. Mr. Gee volunteered to assist with filling in the template. Mr. Yancey requested that the handbook template be reviewed by the DC before further work is done on the document. Ms. Hanfling expressed concern that the Planning and Budgeting document would go away, and she did not want that to happen because it was developed by the district's shared governance. Chancellor Cepeda assured her that the document would always be available to the district.

- b) SJECCD Budget Model – Chancellor Cepeda stated the district did have a budget process, and it was followed. Vice Chancellor Hawk stated the DBC members reviewed the process as its last meeting. Interim President Treadway provided a supplemental document at the college level that would be integrated in the planning process as a related process.
- c) Review of the College Budget Planning Process – Chancellor Cepeda distributed and reviewed sections of the June 2007 Planning and Budgeting document that detailed the budget planning processes at both colleges. She stated that the flow charts included in the document show that both colleges already had processes in place. She asked Interim President Treadway and Acting President Hay to review the flow charts to see if the process outlined is the same or needs to be updated. She stated the importance of having the budgeting process accessible to members of the colleges and the district.

4) Measure G 2010: Next Steps

Chancellor Cepeda asked the DC for its help in making sure the constituency groups do not get ahead of themselves about Measure G. The district is in the planning process so that by the time the bonds are ready to be sold, everything would be in place. The Board has approved the certification of election results and approved the CBOC bylaws. The CBOC will oversee the final expenditures of the Measure G 2004 bond, and this same committee will review the expenditures for the 2010 bond. We plan to take the CBOC applicants to the Board at the January 25 meeting so we can fill the six open positions on the CBOC. Vice Chancellor Hawk stated the work already began at the colleges with their updating of the educational facilities master plans. The master plans were brought to the Board at the December 14 meeting. The facilities master plan will also soon be brought to the Board for approval. A consultant will be hired to create a list of projects from those master plans. Once there are budgets attached to the master plans, the shared governance will be able to go through the exercise of finalizing the projects list. The EIR reports will also be conducted to ensure the district can move forward in its planning process.

5) District Committee Reports

- a) District Budget Committee – Vice Chancellor Hawk stated the DBC met in the afternoon to review the 2010-11 budget timeline as well as budget reduction strategies for 2011-12.

- b) Citizens Bond Oversight Committee – Has not met since last DC meeting.
- c) Retirement Board – Has not met since last DC meeting.

6) Human Resources

Vice Chancellor Garcia provided updates on the SJCC President and EVC Interim President searches. She also distributed an organizational design proposal from the HayGroup, which the district is considering for the purpose of conducting staffing evaluations of the M/S/C group. This evaluation would be a review of whether or not the district has the right number of managers and that these managers are in the right positions. Chancellor Cepeda stated the management review was an issue brought up by the Accreditation Committee, especially since the district could not provide them with evidence of a consistent evaluation schedule. She also stated the Board developed a schedule for the Chancellor's evaluation, but they requested a management review of the district as a whole. Therefore, the Chancellor charged Vice Chancellor Garcia with the responsibility to conduct a review that would address these issues. The \$70K cost of the HayGroup review would be paid out of the HR budget. DC members expressed concern about the cost of the review at a time when drastic district-wide budget cuts are being reviewed. They also expressed concern that the management review may result in proposed management reclassifications, and the district doesn't have the funds to adjust salaries. Chancellor Cepeda stated the executive team plans to meet with the HayGroup to get further information about the scope of the review, and she will bring further information to the DC at its next meeting.

7) Board Agenda

Chancellor Cepeda stated that at the last docket review meeting, Ms. Tomisaka expressed her concern about using names on the layoff resolutions. It seems that CSEA employees on the layoff resolutions have been contacting those listed as having 'bumping rights.' Ms. Tomisaka asked if the names of employees needed to be included in the layoff resolutions. Chancellor Cepeda stated she requested that Vice Chancellor Garcia follow up with legal counsel to see if that would be a legal option. DC members expressed concern about the lack of transparency if names are not disclosed. Vice Chancellor Garcia answered that when the Board approves a layoff resolution, it doesn't necessarily mean that an employee is terminated. The layoff resolution gives the district the right to inform the employee they might be laid off. The layoff resolution sets in motion the process of bumping rights. However, if an employee is terminated, their name would need to be identified in the Board personnel action. Therefore, although it may not be possible to use ID numbers when an employee is hired or terminated, it may be possible to do so for other personnel actions. She stated she would check with legal counsel and provide an answer to CSEA on their request.

8) PDD Agenda

This item was not reviewed due to lack of time.

9) Status of Strategic Planning

Chancellor Cepeda and Chief Assistant to the Chancellor, Rosalie Ledesma, reviewed the draft District Strategic Plan, which included a strategic plan at the national, statewide, local and district levels.

December 16, 2010 District Council Meeting Minutes

The meeting adjourned at 5:17 p.m.