DISTRIBUTION COUNCIL COMMITTEE

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AGENDA
DISTRICT COUNCIL MEETING
DO Conference Room
February 16, 2012
3:00 – 5:00 p.m.

1. Adoption of Agenda
2. Approval of December 15, 2011, Meeting Minutes
3. District Committee Reports
   a. District Budget Committee - (D. Smith)
      i. Upcoming Board Study Session
      ii. Remarketing of OPEB Bonds
   b. Citizens' Bond Oversight Committee - (R. Cepeda)
   c. Retirement Board - (P. Fitzsimmons)
   d. District’s Benefits Committee (K. Garcia)
4. Board Policies – (R. Cepeda/R. Ledesma)
5. Proposed District Reorganization – (R. Cepeda)
   a. Principles
   b. Guiding Framework
7. Accreditation: Next Steps (R. Cepeda/H. Yong/B. Kavalier)
   a. Commission Letter
   b. Timelines
9. Other Items – (All)
SJECCD DISTRICT COUNCIL MEETING MINUTES

February 16, 2012
3:00—5:00 p.m.
DO Conference Room

Attendees:

Other Attendees:
P. Fitzsimmons, M. Disch, M. McKay

Absent:
EVC AS President, C. Coen, D. Hawkins, G. Heck

Recorder:
J. Pace

1) Approval of Agenda
M/S/C (Yancey/Narveson) to adopt the agenda as submitted.

2) Approval of December 15, 2011, Meeting Minutes
M/S/C (Hanfling/Yancey) to approve the December 15, 2011, meeting minutes as submitted.

3) District Committee Reports

a) District Budget Committee – Interim Vice Chancellor Smith reported the DBC reviewed the 2nd quarter budget and assumptions at the February 2 meeting and would review budget scenarios and reduction strategies at the February 23 meeting in preparation for the February 28 Board Budget Study Session. He also reviewed revenue strategies, including potential income from public private ventures and increased parking fees.

b) Citizens Bond Oversight Committee – Chancellor Cepeda stated how proud she was of the professionalism and consistency of the CBOC members. They have scheduled monthly meetings and are doing a great job of reviewing how the district spends bond money. In their efforts to go green, the committee recently produced a web-based annual report.

c) Retirement Board – Mr. Fitzsimmons had no report for this month. The next meeting of the RB will be held on Thursday, April 26.
d) **District Benefits Committee** – Ms. Michelle McKay, District Benefits Analyst, reported on the DBC meeting held this afternoon. The DBC is working on RFP for new medical benefits broker consultant. The committee reviewed the bids, and three appointments have been scheduled between next Friday and March 2. For Kaiser, we are looking at a .28% increase for full-time employees and .4% increase for adjunct faculty. Retiree benefits for individuals aged 65 and above decreased by almost 2%. We received no information yet from Blue Cross. Interim Vice Chancellor Smith stated the district will probably save approximately $700K as we anticipate reduced rates from Blue Cross.

4) **Board Policies**

Ms. Ledesma presented on the Google Docs tool she will use to track the updating of board policies. She also displayed the policy review timeline she will use to track each policy as it is reviewed by the district constituency groups. Mr. Yancey expressed concern about the approval process taking place during the summer when faculty is away from the campus. Chancellor Cepeda answered that we will try the new process because what the district has been doing has not been working. The Board has approved a review of 20% of the policies each year. We need a tool that will allow us to move through the process effectively and quickly. Mr. Yancey requested that Ms. Ledesma identify which chapters will be reviewed annually. He also requested she come to each campus to meet with the groups and provide training on how to use Google Docs. Ms. Ledesma agreed to provide on-site training to each constituency group.

5) **Proposed District Reorganization**

Chancellor Cepeda distributed a document entitled, District Reorganization and Restructuring: Planning and Implementation. She stated the need for informing the DC and the whole district community of the personnel changes that have been made and will be made. In order to address budgetary concerns, the district did a lot of moving people around without providing the rhyme or reason; and she and her executive team will be reporting on their department’s reorganization plans in the near future. Mr. Yancey stated the need for a procedure on how to reduce programs. We need to have a way to decide what criteria would be used. Chancellor Cepeda agreed that program review is a necessary procedure before programs are discontinued.

6) **Student Success Task Force Recommendations and Proposed Legislation (Campbell Seymour Student Success Act of 2012)**

Chancellor Cepeda reviewed the timeline for the Student Success Task Force recommendations to move through the various legislative committees. She stated the Board took action by passing a new resolution in opposition of the recommendations. In particular, the Board has asked the Commission to slow down the implementation of the recommendations so that ample time would be given to research the impact it would have on students. The Board has requested that its Student Success Committee meet to review the implications of the SSTF recommendations. They also requested the Chancellor do an impact study of how those recommendations affect our students.

7) **Accreditation: Next Steps**
Chancellor Cepeda stated the Accreditation team was very impressed with the work we have done and the quality of the product we submitted. They recognized the changes we made; and, as a result, three of the six shared recommendations were removed. The good news is we stayed on warning and probation and were not put on notice. The Commission will schedule a conference call meeting with the Chancellor and Fiscal Services to ensure we are maintaining our 7% reserve. Research and evaluation is still on the table as an area of concern, and Dr. Tamela Hawley will assist in addressing this item when she begins her work on March 5. Technology, board policies and governance are other areas we must show significant progress in order to prepare for the team’s site visit in October. Dr. Matthew Lee has been hired as a consultant to work with us to complete the work before the Commission’s follow-up visit. President Kavalier stated the Commission removed the recommendation regarding distance education and SJCC is now in full compliance. The college is doing a lot of work to address the integrated planning, program review and student learning outcomes items. The accreditation task force is meeting now to develop an action plan and timelines to ensure the work is completed by the October deadline. President Yong distributed a report that contained the status of the Commission’s recommendation and what work has been completed. EVC has an SLO coordinator to assist with that very important area. Both institutions are very engaged in the SLO review process. Chancellor Cepeda reminded DC members that Accreditation is the district’s number one priority. We won’t succeed unless we all pull together to get the work done.

8) Participatory Governance/Decision Making

Chancellor Cepeda stated our district is not alone in its struggle to utilize participatory governance effectively. It isn’t a venue for us to release information. We need to learn how to come to the table and work together. She suggested the DC have a study session dedicated to shared governance. Ms. Hanfling recommended using some time at one of the regularly scheduled DC meetings to cover this topic. Chancellor Cepeda agreed to review options.

9) Other Items

Mr. Yancey reviewed the Millionaires” Tax to Restore Funding for Education and Essential Services Act of 2012, which the Board approved at the February 14 meeting, and discussed the impact its passage would have to alleviate the budget problems our district is facing.

The meeting adjourned at 5:07 p.m.
1. Adoption of Agenda
2. Approval of February 16, 2012, Meeting Minutes
3. District Committee Reports
   a. District Budget Committee - (D. Smith)
   b. Citizens’ Bond Oversight Committee - (R. Cepeda)
   c. Retirement Board - (P. Fitzsimmons)
   d. District’s Benefits Committee (K. Garcia)
4. Board Policies – (R. Cepeda/R. Ledesma)
5. Compromise on dueling tax measures – (D. Yancey/B. Hanfling)
6. Board Committees Update – (R. Cepeda)
   a. Student Success
   b. Workplan/Self Evaluation
7. Other Items – (All)
SJECCD DISTRICT COUNCIL MEETING MINUTES

March 15, 2012
3:00—5:00 p.m.
DO Conference Room

Attendees:

Other Attendees:
None

Absent:
EVC AS President, SJCC AS President, J. Tomisaka

Recorder:
J. Pace

1) Approval of Agenda

M/S/C (Hawkins/McKee) to adopt the agenda as amended. Ms. Marjorie Clark requested that Item 7 include a discussion on grants.

The Chancellor opened the meeting by introducing the district’s new Executive Director of Research and Institutional Effectiveness, Ms. Tamela Hawley.

2) Approval of February 16, 2012, Meeting Minutes

M/S/C (Hanfling/Yancey) to approve the February 16, 2012, meeting minutes as submitted.

3) District Committee Reports

a) District Budget Committee – Interim Vice Chancellor Smith distributed recommended budgeting strategies and stated the DBC would be reviewing these strategies at the upcoming DBC meeting scheduled for March 22. He announced the revised target for reductions is $4.3 million, which would need to be met so the Board could maintain the 7% reserve fund balance. It is hoped that significant reductions could be realized through vacant positions.
b) **Citizens Bond Oversight Committee** – Chancellor Cepeda stated the CBOC made its full presentation to the Board. The committee has made great changes to allow them to notify the public, and the Board has requested changes in the way project status and change orders are reported to them. Overall, the Board was very pleased with the progress made by the CBOC in these areas.

c) **Retirement Board** – No report since the RB has not met since the last DC meeting.

d) **District Benefits Committee** – Vice Chancellor Garcia reported the DBC did a great job with its RFP in advertising for a new benefits broker. The DBC has agreed on a new broker, which will be brought to the Board for approval. The good news is that this will save the district about $100K.

4) **Board Policies**

Ms. Ledesma reported the dates for review and approval of BP 4100.2 AA and AS degrees, BP 4235 Credit by Examination, and Chapter 5 Student Services have been revised to make them more reasonable with the scheduled meetings of the constituency groups. If the review of these policies could be completed this year, the Board would reach the established 20% goal and would address the accreditation concerns related to policy review. Chancellor Cepeda stated the new policy language is making us identify our degrees as transferrable even though it’s already understood that our degrees are transferrable. The three recommended changes to these policies are statutory requirements. FA President Yancey stated he would make a motion at the Academic Senate meeting next Tuesday to add the policy review to the meeting agenda.

Ms. Ledesma also reviewed a board policies process review chart and encouraged DC members to review the board policy dashboard on GoogleDocs. As an action item, Ms. Ledesma will send the password to GoogleDocs to all DC members.

5) **Compromise on dueling tax measures**

FA President David Yancey reported that the California Federation of Teachers reached a deal with the governor to combine efforts for a progressive tax initiative for the November ballot. Both parties are now on the same page and combining resources where necessary to make this happen. Although the CFT didn’t get the Millionaires Tax Initiative without compromise, the governor really moved toward us. Mr. Yancey will send e-copy of news release to Ms. Pace for distribution to DC members.

6) **Board Committees Update**

Chancellor Cepeda distributed meeting notes and provided an update on the Board Student Success Committee’s first meeting on February 16. She stated the meeting was mainly devoted to a definition of student success. The Board committee will be meeting separately to discuss legislative advocacy of the Board on behalf of our students. The Chancellor will meet separately with district and constituency representatives to do further work on defining student success and discussing a plan of action to oppose SB 1456 Seymour-Campbell Student Success Act of 2012. The next meeting of the Chancellor and district members is scheduled for Tuesday, March 27.

Ms. Ledesma reviewed the work done by the Board Self Evaluation and Workplan Committee. The Committee consists of Trustees Okamura, Cruz and Lease. They are now reviewing the
Board’s own strategic plan for proceeding with the Board’s workplan. The committee will present a draft of the strategic plan at the April 10 board meeting.

7) Other Items

Ms. Marjorie Clark inquired if the district had plans to hire a grant writer. Chancellor Cepeda answered the Board has requested the district implement a resource development strategy so we could pursue grants more aggressively. Interim Vice Chancellor Coen has been charged with assisting the district in this work. Chancellor Cepeda requested the college presidents identify a person from their campus who would work with Vice Chancellor Coen in pursuing federal and state grant opportunities. Ms. Coen announced she is forming a resource development committee with campus and Workforce Institute representatives to review opportunities where they could team up to pursue grants and develop partnerships. We need to know what grants are available and if they are in alignment with the strategic plans of our colleges. We need to identify revenue opportunities for the district. Ms. Hanfling requested information about this committee be provided to the faculty so they could also participate in those discussions.

The meeting adjourned at 4:40 p.m.
AGENDA
DISTRICT COUNCIL MEETING
DO Conference Room
May 10, 2012
3:00 – 5:00 p.m.

1. Adoption of Agenda
2. Approval of March 15, 2012, Meeting Minutes
3. Board Policy Review – (Cepeda/Ledesma)
4. DC Summer Planning Retreat – (Cepeda)
SJECDD DISTRICT COUNCIL MEETING MINUTES

May 10, 2012
3:00—5:00 p.m.
DO Conference Room

Attendees:

Other Attendees:
None

Absent:
M. Clark, F. Gonzalez, E. Narveson, D. Smith, EVC AS President, SJCC AS President,

Recorder:
J. Pace

1) Approval of Agenda

M/S/C (Tomisaka/Fitzsimmons) to adopt the agenda as submitted.

2) Approval of March 15, 2012, Meeting Minutes

M/S/C (McKee/Hawkins) to approve the March 15, 2012, meeting minutes as submitted.

3) Board Policy Review

Chancellor Cepeda expressed concern about the status of the review of board policies and its impact on accreditation shared recommendation No. 5. The district needs to demonstrate to the accreditation team that we have done the review. The Board of Trustees has committed to a review of 20% of the policies annually, which means that every five years we will have reviewed all the chapters. If a policy is up for review and no changes are recommended during the review process (and the district is not in violation of the law,) it will have to live with the current policy. Chancellor Cepeda encouraged DC members to engage in the review process. She stated that at the February 16, 2012, DC meeting, Executive Director Rosalie Ledesma gave a presentation on GoogleDocs and demonstrated how to access the website and review the Board Policy Dashboard. The concern is that some of the groups have not reviewed the policies that have been targeted for review.
Executive Director Ledesma described her role in board policy review. She has been charged with developing a management process. However, she has received inquiries about the interpretation of the policies; and this is not her role. She requested that all questions concerning the meaning of policies be directed towards the leading person in charge of the policy. This information is indicated in the “Staff Lead” section of the Board Policy Dashboard. Ms. Ledesma stated that she would be happy to provide training on the use of GoogleDocs.com for those who are having problems utilizing the site.

Ms. Ledesma reviewed the current Board Policy Dashboard. She stated that Chapter 5 will be sent to the Board for a first reading on July 10. The Student Speech section 5550 has been moved from Chapter 5 to Chapter 3. This section will indicate the time, place and manner for free speech on the campus. Chancellor Cepeda stated that removal of this section will enable Chapter 5 to move forward in its review because the subject of free speech will need ample time for review and discussion. Chapters 1 (District) and 7 (Human Resources) are the next chapters that will be sent to the Board. A lot of work has already been done on these chapters, and they should not need lengthy review by the constituency groups.

4) DC Summer Planning Retreat

Chancellor Cepeda discussed her desire to meet with the DC leadership team for an off-site retreat. She commended the group for all the hard work they have been doing, and there is at this time a need to discuss how we can work well together to help create a district-wide climate of civility. She would also like to review the reorganization and restructuring plans of the district that would enable us to meet the critical needs at a time of reduced resources. Ms. Joy Pace will contact DC members to find a time when most, if not all, of the group can attend.

The meeting adjourned at 3:58 p.m.
1. Adoption of Agenda
2. Approval of May 10, 2012, Meeting Minutes
3. District Council Roles & Responsibilities Review – (R. Cepeda)
4. District Committee Reports
   a. District Budget Committee - (D. Smith)
   b. Citizens’ Bond Oversight Committee - (D. Smith)
   c. Retirement Board - (D. Smith)
   d. District’s Benefits Committee - (K. Garcia)
5. Endorsement of District Technology Strategic Plan - (M. Russell)
6. Chancellor’s Performance Objectives – (R. Cepeda)
7. Strategic Planning Process - (R. Cepeda, T. Hawley, R. Ledesma, Sam Ho)
9. Civility and Campus Climate - (R. Cepeda)
10. Reorganization and Restructuring: The Process - (R. Cepeda)
12. Other Items – (All)
SJECCD DISTRICT COUNCIL MEETING MINUTES

September 20, 2012
3:00—5:00 p.m.
DO Conference Room

Attendees:

Other Attendees:
None

Absent:

Recorder:
J. Pace

1) Approval of Agenda

M/S/C (Yancey/Narveson) to adopt the agenda as amended: Late Enrollment will be added as Item No. 12.

2) Approval of May 10, 2012, Meeting Minutes

M/S/C (McKee/Casas) to approve the May 10, 2012, meeting minutes as submitted.

3) District Council Roles & Responsibilities Review

Chancellor Cepeda reviewed the District Council Committee membership. She stated the Workforce Institute representative would be changed from two to one since Carol Coen will be added as a Vice Chancellor. She also reviewed the duties of the council. Mr. Yancey expressed concern about the statement, “The District Council is the chief participatory governance advisory committee to the Chancellor.” He stated that people may not understand the difference between participatory governance and shared governance. Chancellor Cepeda answered that the council members should review the District Council Committee statement that's posted on the district website so that the group can find the appropriate wording that would meet the needs of the constituency groups and the Chancellor.
4) **District Committee Reports**

District Budget Committee – Vice Chancellor Smith stated the committee reviewed the final year-end numbers and the adopted budget.

Citizens’ Bond Oversight Committee – Staff reports were presented at the June meeting. At the October 2 meeting, the CBOC will address the concern that many committee members’ terms will end in the Spring. Prop. 39 regulations limit the terms to two 2-year terms. He requested that if anyone has a neighbor, friend or knows of any individual that might be a good fit to submit that person’s contact information to him. Scott Jewel reviewed the project highlights at both colleges.

District Benefits Committee – The committee will review the suite of benefits – medical, dental, vision, life insurance, long-term disability insurance and the annual dues paid by the district. The idea is not to change the plans but to be a better consumer of the dollars we are spending.

5) **Endorsement of District Technology Strategic Plan**

Dr. Mike Russell distributed copies and reviewed the draft District Technology Strategic Plan. He reviewed the 40 strategic initiatives outlined in the report and provided a timeline for the first six initiatives. He reviewed the deliverables outlined in the CampusWorks contract with the district. The next step in implementing the plan is to develop an operational and technical plan. With 40 initiatives to implement, it’s important to start with what makes sense.

Chancellor Cepeda stated that the first deliverable for CampusWorks was the development of a technology strategic plan.

Mr. Yancey stated that much of the technical information contained in the plan is way above the knowledge of many district members. It’s important to communicate when each stage of the plan is completed so everyone can be informed of the progress being made. It’s important to show how the plan has been successful so the results can be known. Mr. Narveson agreed that keeping faculty in the loop would do away with the rumor mill currently happening at the campuses. Chancellor Cepeda stated that Dr. Russell would be providing the district with “fact sheets,” that will announce the IT achievements.

Chancellor Cepeda requested input from DC members regarding the plan and announced she would move forward with submitting it to the Board for approval at the October 9 board meeting.

6) **Chancellor’s Performance Objectives**

Chancellor Cepeda distributed a chart of her performance goals, which the Board provided her as a result of her evaluation process. The Board identified four major areas where they want her to focus: strategic planning, district culture, resources and bond oversight. President Yong noted that outreach to the community was not included in the major areas. Chancellor Cepeda answered that Mr. Sam Ho will assist with the Board’s community outreach committee as well as in the development of a communication strategic plan. Mr. Ho distributed and reviewed a draft Communication Plan which outlined the target audience and desired outcomes.
7) **Strategic Planning Process**

Chancellor Cepeda stated the district does not have a full blown strategic planning process. However, the district does have a strategic directions document and is looking to develop a plan that will tie in to the college strategic plans. She has appointed Ms. Rosalie Ledesma to act in a project management role. At the June 30 board meeting, the Board reviewed the college mission/vision statements and developed their own statements in line with the colleges. The board wants a strategic planning document in place by April 2013.

President Kavalier stated the importance of closing the loop on strategic directions because it is being used as documentation for accreditation. It would be helpful if someone would review what we have already done in the areas outlined in the strategic directions document. Vice Chancellor Garcia stated the importance of DC members taking the mission and vision statements to their groups and provide feedback at the October 18 DC meeting. Ms. Ledesma will send an electronic copy of the mission/vision statements to DC members.

8) **Board Policies**

Ms. Ledesma distributed and reviewed the Board Policy Dashboard and reported the Board has achieved 20% review of their policies this year. Next for review are BP 1200 (Mission) BP 1300 (Vision) and Chapter 3 General Institution. The plan is that DC members will provide a consensus by October 18. President Kavalier stated the October 18 deadline is too aggressive. DC members agreed. Chancellor Cepeda recommended aiming for November 15 or December 20 DC meeting.

Ms. Hanfling reported that Chapter 6 Business & Fiscal is almost finished and would probably meet the 20% review goal. Mr. Yancey stated it would be helpful to see a list of those policies in the “low hanging fruit” category. Ms. Ledesma answered that Chapter 3 and 6 are in that category.

9) **Findings of Annual Evaluation of District-wide Committees Survey**

Executive Director RIE Hawley distributed and reviewed the SJECCD Annual Self Evaluation of District Council Committee 2011-12 survey results. Only 10 responded to the survey.

10) **Civility and Campus Climate**

Chancellor Cepeda distributed and reviewed a summary of the work that was accomplished during the July 13 DC retreat at Asilomar. The topic of civility rose to the top. As a result of the Board’s charge to her and the district’s interest, the Chancellor will be forming a task force on civility. She asked that if any DC member was interested in joining this task force, they should send her an email. She will also go through the formal process of asking constituency group leaders to ask their group if they are interested in serving on the task force.

11) **Reorganization and Restructuring**

Chancellor Cepeda distributed and reviewed a Reorganization and Restructuring document dated July 13-14, 2012. This document outlines the principles being used, but there is still a need to review the current process. The purpose of the reorganization is to provide a structure that better serves the needs of the district. She stated her purpose in distributing the document was to introduce the work that will be done; however, the details of the process will be
communicated at a later date. President Kavalier suggested that some time be devoted to
discussion on this document at the October 18 DC meeting.

12) Late Enrollment

Mr. Yancey expressed concern that a student who requested an add form to enroll in an online
course was denied her request. He stated that although he understood the reasons for the
deadline, it was not the fault of the student that the course was not ready for enrollment. By
denying her request, we are, in essence, sending our students somewhere else. President
Kavalier answered that there is an exception for this kind of administrative oversight. The
college has already started the conversation about late adds, late registration and late
enrollment. Chancellor Cepeda asked if we had a policy, and if there was a way to waive that
policy? Some of these restrictions are statewide, but we need to address these concerns.

The meeting adjourned at 4:50 p.m.
1. Adoption of Agenda
2. Approval of September 20, 2012, Meeting Minutes
3. District Committee Reports ................................................................. 10 min
   a. District Budget Committee - (D. Smith)
   b. Citizens’ Bond Oversight Committee - (D. Smith)
   c. Retirement Board - (D. Smith)
4. Screening Committee Composition – (K. Garcia) .................................... 20 min
5. Strategic Planning: Status Update – (R. Ledesma/T. Hawley) ...................... 5 min
6. Civility Task Force – (S. Ho/R. Ledesma) ............................................. 5 min
7. Trustee Self Evaluation – (R. Ledesma) .................................................. 5 min
9. BP Status Update – (R. Ledesma) ......................................................... 5 min
10. Other Items – (All)
SJECCD DISTRICT COUNCIL MEETING MINUTES

October 18, 2012
3:00—5:00 p.m.
DO Conference Room

Attendees:

Other Attendees:
H. Gee

Absent:
C. Coen, Shawn Sieu-Nguyen, M. Russell, J. Thompson, J. Tomisaka,

Recorder:
J. Pace

1) Adoption of Agenda
M/S/C (Clark/Yancey) to adopt the agenda as submitted.

2) Approval of September 20, 2012, Meeting Minutes
M/S/C (McKee/Hawkins) to approve the September 20, 2012, meeting minutes as submitted.

3) District Committee Reports

District Budget Committee – Vice Chancellor Smith stated the committee met a week ago and discussed how the $70K funds would be used across the district. The committee will be meeting again on October 25 to review the draft 1st quarter report, and the final report will be reviewed at the November 8 DBC meeting before it is sent to the Board for approval.

Citizens’ Bond Oversight Committee – Vice Chancellor Smith stated the committee reviewed its quarterly report as well as updates from Gilbane and other projects. He reported the solar array project at EVC is already showing some savings for the district. The CBOC is also looking for ways to stimulate more community interest, especially since many seats will soon be vacated. Student Trustee Shawn Sieu has agreed to serve as a student representative. Vice Chancellor Smith asked that DC members submit names of people who would be a good fit to serve on the committee. He also stated the CBOC is preparing its annual report to the Board of Trustees.
Mr. Yancey requested the exact dollar amount of savings from the solar array project. Vice Chancellor Smith stated he would provide that information to the DBC.

Retirement Board – The committee reviewed the contract with consultants and decided to renew Keenan Associates as the broker for our benefits trust fund.

4) Screening Committee Composition

Chancellor Cepeda discussed the comments she’s received from MSCC leadership regarding the composition of district screening committees and the need to make appropriate adjustments. She stated that ultimately the primary goal is to have screening committees whose composition would ensure the district makes the right hiring decisions. The work of the committees on ranking and rating candidates is instrumental in moving the best candidates forward.

Vice Chancellor Garcia distributed an email sent to the Chancellor, herself and the District Council from the MSCC Executive Committee and Policy Handbook Committee in which MSCC outlined their concerns about the inequality of MSCC representation on various search committees for administrative positions. She noted that the procedures referenced in the email are dated August 5, 2003 and have not been revised since that time. The recommendations of the MSCC group are as follows: The position of Vice President, Instructional Dean, Non-Instructional Dean and Administrator be combined as a category under “Administrator” and not be separated into different categories; Classified Supervisors and Confidential employees should be a combined category; MSCC have 4 seats in all MSCC positions; and MSCC have parity in terms of appointments for all other screening committees.

Chancellor Cepeda stated this recommendation by MSCC is being presented to the DC as a first reading, and no decision would be made at this meeting. Mr. Heimier stated that he did not believe the MSC group is a true constituency group, and he would provide a brief written explanation of his concerns. Ms. Hanfling expressed her concerns that the recommended committee composition would not work because the size would be too large, and there is also a need for screening committees to have a different composition for instructional and non-instructional managers. Historically, faculty are the ones who have the expertise to hire other faculty; and it would be problematic to have parity between a group that has 200-700 members with another group that has only around 60 members. Ms. Clark stated her preference for reforming the whole hiring procedure since it is problematic as is. Adding more members to the screening committee will only make the situation worse. Also, it seems the same people are always serving on search committees, and so many faculty are disenfranchised because of the process. President Kavalier expressed her support for what the MSC is trying to accomplish, which is to ensure they have equal representation on screening committees for administrative hiring. MSCC President McKee stated that when the MSCC Executive Committee and Policy Handbook Committee met jointly, the group expressed concern that it had the least representation on committees; and it’s important to ensure parity among all groups. Mr. Jalomo stated that his concern was about lack of parity for MSCC on Instructional Dean and Classified Supervisor positions. Chancellor Cepeda stated that MSCC is making the point that when hiring administrators, they should have the same parity as faculty. She stated she would appreciate input from DC members on how to move forward, and this item will be brought back to the DC at a later meeting. Vice Chancellor Garcia will forward the email she received from MSCC President McKee to all DC members.

5) Strategic Planning: Status Update
Executive Director Rosalie Ledesma distributed the Strategic Planning Gantt Chart and reviewed the planning items which have been completed, the mission/vision/values statements which are in process and the environmental scans which are in queue. The colleges will be conducting forums with employees and students, and input from those meetings will be presented to the Board of Trustees. SJCC Academic President Heimler stated that he is a member of the strategic planning committee at SJCC and any district committee that works on strategic planning should include faculty members. Faculty are concerned this is an ad hoc group in which they are not included. Chancellor Cepeda answered that the Board has charged her with the responsibility of developing a district strategic plan. However, because the colleges did not have their strategic plans already in place, she had developed a Strategic Directions document. The Board stated that although this was a good starting point, they wanted a final strategic planning document. She has charged Executive Director Hawley with developing a timeline for the completion of the plan. Dr. Hawley stated part of the process of moving forward would be to create a group to work on the plan, and faculty would be included in that group. Mr. Jalomo inquired if the colleges would be allowed to provide input on the district mission/vision statements because it is currently being reviewed at the CPC meeting. Ms. Ledesma answered that everything reviewed by the colleges and constituency groups would be brought back to the DC before it is submitted to the Board at the December 11 board meeting. Ms. Hanfling stated the Academic Senates must put this on the agenda for review at its next meeting.

6) Civility Task Force

Chancellor Cepeda distributed a document with background notes and the purpose for creating a district civility task force. The first meeting will be convened in November, and she asked that each group submit names of those who are interested in being a member of the task force. She recommended four members of each constituency group. In reviewing the charge of the task force, Mr. Yancey expressed concern about No. 19 which “encourages faculty to set aside at least one class discussion during a semester for expectations of open dialogue, mutual respect and civility.” He stated his course syllabus is too full to set aside a full day for this topic. Mr. Heimler inquired who determined the district had a problem with civility. Chancellor Cepeda answered that the Board identified the need for civility. Vice Chancellor Garcia stated the importance of implementing No. 2 regarding a district-wide climate survey as this would indicate the work that must be done. Chancellor Cepeda requested that names be submitted to her by October 26 so that she could plan the first task force meeting.

7) Trustee Self Evaluation

Chancellor Cepeda stated that members of the DC already received email notification to participate in a survey on the Board’s self evaluation. The results of the survey would be reviewed with the Board at the December 11 board meeting.

8) District Redesign Process

Vice Chancellor Garcia distributed a Future Designing/Structuring draft document which outlined the purpose statement, principles and process for the district. This document entails what will be done in the future, not necessarily changes for the short term. The purpose is to design an institution that helps us better serve our students. She stated this planning process will require a lot of communication between the district and colleges. Mr. Hawkins stated the need to consider the impact on the CBA. Mr. Gonzales expressed concern that this task is being done from the top to the bottom and not the other way around. Chancellor Cepeda expressed the need for the
district to move forward at a time of declining resources. We have a different structure than we had in 2005 and must find a way to operate in a more effective manner.

9) **BP Status Update**

Executive Director Ledesma provided an update of the 2013 Board Policy Dashboard. BP 1400 Values statement will be ready for final review at the March 21 DC meeting as well as Chapter 7 policies 7100 Commitment to Diversity and 7250 Educational Administrators. Ms. Ledesma requested that constituency groups provide the meeting dates in which those policies will be reviewed before the March 21 DC meeting.

The meeting adjourned at 4:55 p.m.
AGENDA
DISTRICT COUNCIL MEETING
DO Conference Room
November 15, 2012
3:00 – 5:00 p.m.

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<td>3. District Committee Reports</td>
<td>K. Garcia</td>
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<td>a. District Budget Committee</td>
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<td>4. Reorganization Guiding Principles</td>
<td>K. Garcia</td>
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<td>5. Student Success Definition and Metrics</td>
<td>R. Cepeda/T. Hawley/S. Ho</td>
<td>20 min</td>
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<td>6. Civility Task Force</td>
<td>R. Cepeda/S. Ho</td>
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<td>a. Campus Climate Survey</td>
<td>T. Hawley</td>
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<td>7. Screening Committee Appointments</td>
<td>L. McKee</td>
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<td>a. MSCC Consideration</td>
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<td>8. District Mission/Vision Statement</td>
<td>R. Ledesma</td>
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<td>9. Other Items</td>
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SJECCD DISTRICT COUNCIL MEETING MINUTES

November 15, 2012
3:00—5:00 p.m.
DO Conference Room

Attendees:

Other Attendees:
K. Aytch

Absent:

Recorder:
J. Pace

1) Adoption of Agenda

M/S/C (Heck/Gonzalez) to adopt the agenda as submitted.

2) Approval of October 18, 2012, Meeting Minutes

M/S/C (McKee/Narveson) to approve the October 18, 2012, meeting minutes as submitted. Mr. John Thompson abstained because he was not in attendance at the meeting.

3) District Committee Reports

District Budget Committee – Vice Chancellor Garcia reported on behalf of Vice Chancellor Smith. At its last meeting, the DBC reviewed the change to the ending fund balance due to the auditors’ recommendation in the reporting of vacation liability. This reporting change added $1.2 million to the 2012-13 EFB, which is now 11.59%. Revenue is also up by $300K due to lottery funds. The district is projected to end June 2013 with an 11.7% reserve. The DBC reviewed the budget details that will be presented to the Board at the November 27 meeting. There was some brief talk about budget strategies, especially the need to develop a budget allocation model for the work which will be done in January and February. The meetings for the development of the budget allocation model will be separate from the DBC meetings.
4) Reorganization Guiding Principles

Vice Chancellor Garcia distributed a document entitled, An Approach to Future Designing (Structuring,) and stated this document was revised based on feedback received at the October 18 DC meeting. She stated she would like to bring these guiding principles to the Board at the December 11 meeting. FA President Yancey stated he did not think this document was ready for the Board to review. It seems kind of vague and could use some language changes. He agreed to work with Vice Chancellor Garcia to review the document; and, afterwards, she will distribute electronically the revised version to all DC members.

5) Student Success Definition and Metrics

Director Ho distributed a document entitled, SJECCD Student Success Definition and Policy. He highlighted the changes made to the document as a result of the feedback provided by DC members, such as the addition of the word “citizen.” He also reviewed a document which outlined the timeline for the Student Success Definition and Policy to be approved by the Board. Based on this timeline, the Board would approve the definition and policy at the January 22 board meeting.

Chancellor Cepeda requested that DC members share the document with their constituents and get feedback to share with the DC at the December 20 meeting. Mr. Yancey expressed concern about the mandate statements included in the Board's commitment section. The district is short on staff to do this work. He suggested putting an asterisk next to those statements to state that compliance would depend on the resources available. Chancellor Cepeda agreed that lack of resources has been an issue; and if we mandate something, we should be able to fund it. Therefore, it is appropriate to use an asterisk in those cases. FA Executive Director Hanfling expressed concern about the last statement regarding minimum qualifications because it is not the Board who determines minimum qualifications. The state Academic Senate sets those standards. Ms. Marjorie Clark also agreed the last bullet should be removed. Chancellor Cepeda thanked DC members for their input and stated she would take that feedback to the Board. She also expressed concern about what we need to do to strengthen basic skills because adult learners do much better when that process is abbreviated.

Mr. Ho will distribute both documents electronically to DC members. Chancellor Cepeda commended Mr. Ho on his hard work for this committee. The district would not be anywhere near where it is now without his leadership in this process.

6) Civility Task Force

Chancellor Cepeda distributed a document regarding the SJECCD Civility C3 Task Force, which contained notes from the November 7 meeting. She requested that if there are still DC members or other constituents who want to become part of the group, please let her know; and she will be more than happy to include them. She reviewed the tasks that were assigned to task force members and also reviewed the priorities, which include the creation of a civility statement and activities which would address the campus climate. RIE Executive Director Hawley has been tasked with conducting a district-wide survey to get a baseline on the campus climate. Dr. Hawley stated this process would be collaborative, and the survey is in the process of being developed. She indicated the survey would include questions on topics such as: 1) the opportunity exists for me to do what I need to do; 2) different viewpoints are welcome; 3) how I approach individuals and situations. The hope is we would get a high participation in the survey. Mr. Yancey inquired about the problems the district was having with civility because if there isn’t
a problem with civility, there is no need for the district to go down this path. Chancellor Cepeda answered that there are two things that need to happen; a campus climate survey, which is a common practice among districts, and a review of that survey to determine whether or not we have civility problems. President Kavalier expressed concern about student participation in the survey. Ms. Clark stated there have already been a lot of surveys for both students and district members. Vice Chancellor Garcia expressed concern that a survey that excludes students would not properly indicate how our behaviors impact our students. Chancellor Cepeda stated the solution is to identify what we are measuring and why. We need the best tool to get the information we want to receive. Dr. Hawley stated her purpose is to create a tool that would enable her to gather the information required for the task force to complete its work.

The next meeting of the task force is scheduled for December 5.

7) Screening Committee Appointments

Chancellor Cepeda stated the district wants the best mechanism for hiring our faculty and staff. It doesn’t just take numbers; it takes individuals who understand the work that person will do for the district.

Ms. Hanfling expressed concern about one group, in this case the MSCC, bringing their issue to the DC meeting. We have a lot practices and processes throughout the district. We have a policy for hiring interim administrators that was never reviewed by the DC. Therefore, it’s a concern that an individual group gets to come in and put a proposal on the table. We have a hiring process in place since 1987, and it should be reviewed by a committee, which could be comprised of members of the DC. Ms. McKee stated that MSCC has been in existence since 1982 and represents managers from VP and below, supervisors and confidential employees. It is a meet and confer group with the expectation that its voice be heard. All other groups have sufficient representation on screening committees, and MSCC is asking for equal representation on committees for the hiring of MSCC positions. Mr. Yancey expressed strong opposition to the proposal. He stated that faculty has expertise for instructional deans; and if the committee is comprised of members who don’t understand teaching, students and what goes on in the classroom, the district would be in trouble with its hiring. Vice Chancellor Garcia stated that MSCC is a constituent that is recognized in Board policy. It is appropriate for the group to ask for equal representation on hiring committees. Ms. Clark stated the district needs to be clearer about the process to make changes to policies and procedures. We need to revise the whole hiring procedure process, and setting this precedent by having one group make changes at this meeting would be a dangerous one that will create distrust with other constituency groups, especially the faculty. Chancellor Cepeda agreed that there is a serious lack of processes and SOPs regarding district business; and we also need to have clarity about the role of the DC. The DC is the Chancellor’s one avenue for her to receive feedback from participatory governance on critical matters that impact the district. She also meets individually with each constituency group; and when MSCC brought this issue to her attention, she decided to bring it to the whole DC. Chancellor Cepeda requested that Vice Chancellor Garcia review the hiring committee procedures process and bring back a recommendation to the DC, which would then be reviewed by all constituency groups. There will be urgent hires in the next few months, and it’s important to have a hiring procedure in place that would ensure we hire the best possible person for each open position.
8) **District Mission/Vision Statement**

Chancellor Cepeda reminded DC members that all constituents are expected to review the district mission/vision statement so that it could be brought to the Board at the December 11 meeting. Mr. Gonzalez stated the item was already reviewed at SJCC as an information item, and the vote would take place next week. Mr. Narveson stated it had not yet been put on the Academic Senate agenda at EVC but he would do so in order for it to be reviewed in time to meet the Board agenda deadline.

9) **Other Items**

There were no other items discussed.

The meeting adjourned at 4:40 p.m.
# AGENDA
DISTRICT COUNCIL MEETING
DO Conference Room
December 20, 2012
3:00 – 4:30 p.m.

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| 3. District Committees Reports  
  a. Budget  
  b. Citizen Bond Oversight  
  c. Retirement Board  
  d. Benefits | a., b., and c: D. Smith/P. Fitzsimmons  
  d. K. Garcia | 10 min |
| 4. Student Success Definition and Policy (Attached) | R. Cepeda/S. Ho | 10 min |
| 5. Civility Statement (first draft as of 12.5.12) – (Attached) | R. Cepeda/S. Ho/T. Hawley | 15 min |
| & Campus Climate Survey | |
| 6. EEO & Diversity Plan Draft (as of 11.19.12) – (Attached) | Sam Ho | 10 min |
| & Timeline for Board Adoption by May 2013 - (Attached) | |
| 7. Screening Committee Composition | K. Garcia | 10 min |
| 8. a. Revised AP 3450 - Discrimination and Harassment Complaint Procedures | K. Garcia | 10 min |
| b. Revised AP 3430 - Prohibition of Harassment/Discrimination | |
| 9. District Mission/Vision Statement as adopted by the Board on 12.11.12 (Attached) | R. Ledesma/R. Cepeda | 5 min |
| 10. Other Items | All | 10 min |
SJECCD DISTRICT COUNCIL MEETING MINUTES
December 20, 2012
3:00—4:30 p.m.
DO Conference Room

Attendees:

Other Attendees: None

Absent:

Recorder:
S. Ho

1) Adoption of Agenda

Chancellor Cepeda mentioned that item # 7 (screening committee composition) be removed as requested by item presenter Vice Chancellor K. Garcia. The agenda was adopted with item #7 removed from the agenda.

2) Approval of November 15, 2012, Meeting Minutes

M/S/C (Narveson/McKee) to approve the November 15, 2012, meeting minutes as submitted. Ms. J. Tomisaka abstained because she was not in attendance at the meeting.

3) District Committee Reports

a. District Budget Committee – Vice Chancellor Smith provided a handout of the 2012-2013 First Quarter Budget Update - Assumptions and Major Variables dated December 12, 2012. He stated that the Budget Committee met the prior week and reviewed this document as part of the first quarter budget report. The majority of the Budget Committee meeting focused on reviewing various communications received in the Business Office from the Chancellor’s Office and other reporting agencies following passage of proposition 30. He mentioned that this summary document is tied to the District’s first quarter report, which totals approximately 100 pages. The first column of this summary shows our current budget projections for fiscal year 2012-2013. The second column shows initial budget estimates for FY 2013-2014. And the last column shows initial budget estimates for FY 2014-2015. The budget projections for FY 2013-2014 and FY 2014-2015 are based on assumptions of best information currently available as reviewed and accepted by the Budget Committee. He explained two key performance indicators: How
much do we have in fund balance, and are we maintaining a balanced budget or projecting a structural deficit? Beginning this fiscal year (2012-2013), we had a fund balance of 11.59%. We projected total revenues of about $76 million, including growth in FTES now that Prop. 30 has passed. To achieve this funding we need to serve 152 more FTES this year beyond those served last year. These new FTES generate approximately $700,000 of which half has been allocated to EVC for adjunct budgets and half to SJCC. We have a strong fund balance, and expect to finish this fiscal year with revenues slightly larger than expenditures. For the current fiscal year and in each of the budget years we have anticipated new growth revenue. To receive this funding we will need to serve these new additional FTES. For both FY 2013-2014 and FY 2014-2015, we anticipate this growth to be 4%. In this simulation for FY 2013-2014, the budget anticipates a substantial increase to expenditures. These include an increase to the adjunct budget by $525,000, an increase of $1,100,000 for the District’s OPEB obligation, restoration of one time reductions for positions and summer school budget savings totaling 1.88 million and in excess of $1million for the new cost for health and welfare premiums. As we go forward with our planning for the Tentative Budget for FY 2013-2014, we should be cautious in our pace of taking on additional new obligations and look for expenditure efficiency opportunities. Additionally, we should actively pursue new revenue opportunities. At this point, with the passage of Proposition 30 we are confident that the State will provide significant new dollars, currently estimated to be 4%. In recent years we have stabilized the budget and now have begun to reestablish a pattern of positive funding balances. As this budget is projected, we can consider it a conservative estimate intended to be a document to help the reader judge in decision making in the months ahead. This is to lay the foundation for where we are and where we are headed.

Comments following Vice Chancellor’s Smith’s presentation include: we need to make sure that as we are growing, we need to be mindful of class offerings and FTES generation. In terms of restoration, it’s not really going to restore us because of the step and class increase of faculty moving across the board.

b. Citizen’s Bond Oversight - Mr. Fitzsimmons stated that the Chairperson of the Citizen’s Bond Oversight Committee postponed the December 18, 2012 meeting to January 16, 2013 due to lack of a quorum, and the following meeting after January 16 is scheduled for April 26, 2013.

c. Retirement Board: No report.

d. Benefits: No report

4) Student Success Definition and Policy

Chancellor Cepeda led the discussion on the draft of the Student Success Definition and Policy. She said that she has shared this draft at state and national conferences including the American Council on Education that she attended.

District Council attendees went over recommendations made by various constituency groups according to the footnotes from items 1 to 10. Ms. Clark shared with the Council comments and questions from the EVC Counseling Department members, including: What does it mean to “ensure?” Make sure that “shared responsibility” is not just limited to within Student Services. What kind of assessments? Change “mandate advising” to “mandate counseling.” Change “high risk students” to “all,” making it more inclusive. “Engage employees in professional development…” should be there. The civic participation recommendation is to identify adequate funding for service learning for both colleges.
Chancellor Cepeda stated that advising is needed since counseling can only be provided by counselors, and we have a limited number of counselors to provide advising for a great number of students.

Vice Chancellor Garcia stated that there are needs for advisors for areas such as Athletics, etc., and cautioned not to take away that advising work.

Chancellor Cepeda stated that she will take suggestions to the Board Committee meeting which will be taking place immediately after this meeting. She said advising is critical, and she understands why counseling faculty makes that suggestion.

5) **Civility Statement & Campus Climate Survey**

Chancellor Cepeda stated that the Civility Task Force has met twice. The definition of civility is on page 8 of the handout materials. The task force talked about guide posts. She recognized Dr. Ingrid Thompson for doing a lot of work in researching for other institutions’ civility statements. The group was given time to review page 8 (the Civility Statement draft). She mentioned that beginning with page 9 of the handout materials is the timeline and activities for the task force into 2013. We expect the Board to adopt the Civility Statement by the fall semester.

Ms. Clark asked how we would measure “forgiveness.” Chancellor Cepeda stated that civility is not a precise science. It is how people respect one another. It is subjective rather than affective. We use the term “Guide Posts” to address the questions: How do you know that certain behavior is OK with you? How I perceive lack of respect may not be the same as another person, but we can refer to guide posts. This is about respect. It’s an art more than a science. This group is really enthusiastic about this work.

Mr. Yancey stated that “zero tolerance” does not sound like a guide post; that it’s better to state “Civility begins with me,” rather than “Zero tolerance begins with me.” Ms. McKee stated that “Zero tolerance” was to get people to internalize, reflecting on themselves. Dr. Hawley stated that it is self-responsibility like integrity. Mr. Narveson remarked that it is almost like a platonic form, which means you wish to achieve that; but it is humanly impossible.

6) **EEO & Diversity Plan Draft and Timeline for Board Adoption by May 2013**

Mr. Ho stated that in the handout materials are the EEO & Diversity Plan draft that includes 16 components. He stated that the District’s “EEO & Diversity Plan” has been drafted by the EEO & Diversity Advisory Committee in the past few years. The delay was caused by the fact that the State Chancellor’s Office has not provided to California community colleges the workforce availability data. As of late spring of 2012, the State Chancellor made the decision that availability data were not available, and requested that districts submit their EEO Plans by June 30, 2013 without Plan components (11, 13, and 15) that are related or dependent upon the availability data. The District’s EEO & Diversity Advisory Committee is submitting the EEO & Diversity Plan draft for the District Council to review, and to present to their constituency groups for input and recommendations for modifications. Mr. Ho thanked Committee members for their dedication in completing this draft over the past few years while awaiting the State Chancellor’s availability data. Members include Ms. Adrienne Burns, Dr. Elaine Burns, Ms. Marjorie Clark, Ms. Barbara Hanfling, Mr. Sam Ho, Mr. Clem Lundie, Marjorie Clark, Mr. Joe Lugo, Ms. Victoria Lugo (former employee), Mr. Arturo Ocampo (former employee), and Mr. Vince Oen (retired).
Mr. Ho mentioned that the demographics for the District’s workforce and employment applicants in component 12 of the Plan will be provided by January or February so that constituency representatives can take the Plan draft to their constituencies for input and modification recommendations. Ms. Clark stated that Mr. Ho has been dedicated in working and organizing the work for this Plan draft, which required skills to keep the Committee’s work on task. Mr. Ho thanked Ms. Clark and Committee members for their support and work throughout the years. As a follow up of Mr. Ho’s request for student participation, Mr. Charles Stevens stated that he will be participating as student on the Committee. Chancellor Cepeda asked the District Council to look at the timeline as stated in the handout material. Mr. Ho mentioned that the hope is to have the Board of Trustees adopt the Plan in late spring. Chancellor Cepeda asked what we are doing to gather data for measuring. Vice Chancellor Garcia stated that since 1998, the State Chancellor’s office has not been able to find comparative data to see how we are doing, and these data are not our own District data. Mr. Hawkins stated that since 2009 the Advisory Committee submitted to the Department of Finance, who said to start it over.

7) Screening Committee Composition (Removed)

8) Revised AP 3450 – Discrimination and Harassment Complaint Procedures and Revised AP 3430 – Prohibition of Harassment/Discrimination

Vice Chancellor Garcia handed out the draft of the Revised AP 3450 – Discrimination and Harassment Complaint Procedures and the Revised AP 3430 – Prohibition of Harassment/Discrimination for representatives to take to their constituency groups for input. Vice Chancellor Garcia stated that drafts have been presented to EVC Academic Senate, SJCC Academic Senate, Students and other constituency groups, and until yesterday the drafts have also been vetted by the Faculty Association.

The drafts being provided for review include edits. Please review and take back to your constituency groups, and take back to the February 21, 2013 District Council meeting, which is before taking it to the Board at their March 12, 2013 meeting as a first reading. Dr. Jalomo asked how does this draft go to the deans and VP’s. Vice Chancellor Garcia stated that it goes through the District Council. She also stated that following past practices, the procedures drafts would go to the Board for approval since the current document has the Board-approved date of March 12, 2009. In response to the question whether procedures are required to go to the Board for approval, Chancellor Cepeda stated that we will look into it.

9) District Mission/Vision Statement as adopted by the Board on 12.11.2012

The District Council was provided the handout of the 12.11.2012 Board-approved District Mission and Vision Statements.

10) Other Items There were no other items discussed.

The meeting was adjourned at 4:30 p.m.