DISTRICT COUNCIL COMMITTEE

2014 AGENDAS & MINUTES

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### AGENDA

**DISTRICT COUNCIL MEETING**  
**DO Conference Room**  
**February 20, 2014**  
**3:00 – 5:00 p.m.**

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SJECCD DISTRICT COUNCIL MEETING MINUTES

February 20, 2014
3:00—5:00 p.m.
DO Conference Room

Attendees:

Other Attendees:
K. Vujjeni (for Vice Chancellor Coen), P. Crawford (for SJCC Academic Senate member L. Rice)

Absent:
C. Coen, B. Geer, L. McKee, R. Ledesma, L. Rice, J. Thompson, J. Tomisaka

Recorder:
J. Pace

1) **Adoption of Agenda**

The agenda was approved.

2) **Approval of February 20, 2014, Meeting Minutes**

The February 20, 2014, meeting minutes were approved as submitted.

3) **District Committee Reports**

District Budget Committee – Vice Chancellor Smith reported on the January 30 meeting. The committee received an enrollment update, a review of where the district is in terms of the 50% law, the ending fund balance, Bookstore closure, and also had a discussion on property taxes vs. consumer price index. Mr. Smith also reviewed what would be included in the Board Budget Study session, which will be held at the February 25 board meeting.

District Audit Committee – Vice Chancellor Smith stated that the last Board Audit Committee was held on December 16 where the committee, composed of Trustees Balbir Dhillon, Wendy Ho and Rudy Nasol, received the report that all district audits were clean with no findings. Those
reports were introduced and accepted by the Board on January 14. The pre-audit meeting of the Board committee will most likely meet sometime in April, and that date still needs to be set.

CBOC – Vice Chancellor Smith reported that at the January 21 meeting, the committee received the audit reports on the Measure G-2004 and Measure G-2010 bonds. Bond counsel also reviewed the committee bylaws and roles and responsibilities of the CBOC. This review is something that is done annually. Most of their role as CBOC members is about compliance. The CBOC chairman has decided to resign due to health reasons. At the next meeting, scheduled for March 19, we will request nominations for a new chairperson. The district is pleased about community participation. Chancellor Cepeda stated that the annual report was recently released to the public. The report is interactive and can be accessed in multiple languages and is a great tool for informing the community of the excellent work being done through our bond programs.

Retirement Board – Committee has not met since last DC meeting. The next meeting of the RB is scheduled for Thursday, April 10, 2014, at San José City College.

Benefits Committee – Vice Chancellor Garcia reported that the committee will meet in March to review the district’s rates. We hope to have updated information on changes in Kaiser Permanente and Blue Cross rates. So far, Blue Cross is communicating positive things to us.

Student Success Committee – Director Sam Ho distributed a side-by-side comparison PowerPoint document of the student success presentation the committee made at the CCLC Soaring to New Heights conference in Burlingame, CA, in late November compared with the SJECCD Student Profile demographic and enrollment trend figures. Chancellor Cepeda distributed the Board Initiatives for Student Success document and stated that when we present this throughout the state, people are amazed that we have broken it down this way. She stated the district is working on the “David Yancey principle,” i.e. How are we going to support this with resources? Therefore, that component is also included in this document. The Board Student Success Committee is undergoing a review through the Board’s governance policies process. That will determine whether or not this Board committee continues. Academic Senate member Phil Crawford stated that student success is a 10+1 area of the Academic Senate. The Board is required to seek the recommendation of the Academic Senate body, unless there is some particular reason why they do not need to. Chancellor Cepeda answered that this committee includes significant participation from Academic Senate members and faculty, especially in the development of the student success metrics. And as we implement all those components, the faculty will have an even greater role, especially in areas such as basic skills. If the implementation is not done by the faculty, we will never achieve our student success goals. Also, our policy is in line with state policy.

Civility Task Force – This committee was discussed in agenda item number 9.

4) Accreditation – Next Steps

Interim SJCC President Breland reported that the college has recently received a letter from the ACCJC. In essence, the letter states that although they accept the document that was submitted, the college still has one recommendation that we have not yet fulfilled. It is Standard 3.A.1.C, which references to SLOs being included in the evaluation of faculty and others directly responsible for student programs. We have been asked to submit the formal report no later than March 31. The work we have to do concerns the evaluation instrument and, therefore, it is an item that needs to be negotiated. As a next step, we will be working closely with EVC because they have a similar recommendation; and we will look at what other districts may have done to
correct this type of recommendation. Chancellor Cepeda stated that on March 31, the ACCJC wants to receive a game plan. President Breland stated that it wasn’t clear whether or not they wanted a game plan or resolution. Chancellor Cepeda requested that we clarify with the Commission with they actually want from us. President Yong stated that the last letter EVC received clearly states that EVC needs to be in full compliance. He reported that EVC is hosting a regional meeting with other colleges and the ACCJC in about three weeks. We plan to use that time to speak to the Commission leaders and ask them questions about the letter they had sent. Chancellor Cepeda stated that some colleges have addressed this recommendation in a manner that was acceptable to both the Faculty Association and the Accrediting Commission.

5) Status of Redesign

Chancellor Cepeda stated that one of the biggest instruments in helping the district continue its work to redesign and repurpose positions is through a survey. She noted that she had received an email request from SJCC Academic Senate member Leslie Rice, who expressed concern about not seeing the results of the survey and the comments made by responders. Chancellor Cepeda stated that she did not think it was appropriate to release raw data because it is important to protect the privacy of those who had responded. The report is scheduled to be presented to the Board at the April 8 meeting, and the survey results would be included as part of that report. Executive Director Tamela Hawley stated that everyone who responded to the survey had a chance to review each of the departmental organization charts. Dr. Hawley stated that, as an example, for the Chancellor’s Office, there were 22 comments in support of the plan. There were questions, such as, what do the titles mean? There were also comments that the Chancellor’s Office had too many high-level leaders. For ITSS, some of the comments included a request to not decentralize ITSS and to make sure we take care of the staff in that department. For Reprographics, there were recommendations to not take the positions away from the colleges. The surveys included these kinds of comments. Chancellor Cepeda stated there were also comments about including a Glossary of Terms in the redesign document. Another question was: Where’s the faculty? It was a big mistake in the original layout that we did not include the section on faculty. The faculty has a hiring process that occurs every year, and we have now included a special section that will address faculty hiring and a review of the trends over time. Mr. Crawford stated that although he understood the Chancellor’s reluctance to release raw data of the survey results, it is still public information; and the Senate would like to have the raw data of that report. He stated that the analysis provided of the survey results may end up being different from the actual raw data, and the faculty would like to review that information. Chancellor Cepeda answered that there were some offensive comments from certain people included in the surveys that, if released, would be harmful to all of us.

Vice Chancellor Garcia stated that at the April 8 board meeting, there will be a report given by the Chancellor that will review the process of how we started the conversation, which began at the Asilomar retreat in 2012. The report will show data on how our workplace has changed from 2009 through 2013, the reorganization and redesign principles, the charge to management, review of the faculty hiring process, the processes used at the colleges to determine the areas and priorities, the full-time faculty obligation from 2009 through 2013, including the 50% law and our commitment to it. The bulk of the report will include the redesign priorities for 2013-2017, the organization charts we have produced for the purpose of looking toward the future. We will include the organization charts as they have been produced by each unit. The charts will also indicate which positions are repurposed and also current vacant positions. Phases I, II and III will be reviewed and the cost to implement each phase will be discussed. We have already done things this year, and we will articulate those positions that have already been put in place.
Mr. Crawford expressed concern about the 75/25 ratio of full-time and part-time faculty. We are now down to 50%, and with the overload it dropped to below 50%. In the basic skills area, we have 9 FTE in adjunct status. Right now it is too expensive to go to 75%, but we can start on moving in that direction. Chancellor Cepeda responded that it was important to understand the difference between the guidelines and requirements as they apply to the Full Time Faculty Obligation and the FT/PT 75/25 ratio. Full time obligation is based on FTES, and 75/25 ratio is a guideline and a goal. In the Redesign/Reorganization report to the Board we will provide information on our Faculty Obligation Number (FON), FT/PT ratio and the 50% law with 2009 as the base year. FA President Yancey stated the issue is more about replacing the faculty who have retired. The hiring process information is not adequate to explain that we are declining in replacement rates, and the FA has been promised that every year we would add two new faculty to each campus, in addition to filling vacancies. Chancellor Cepeda answered that the decline in faculty numbers has not just happened in our district, but in other districts as well. Also, the other employee groups have also been experiencing declining numbers. The issue is what is in the best interests of students. Vice Chancellor Garcia stated that this institution has become smaller over time. Have we exceeded the 50% law? Yes, we have. SJCC Academic Senate President Fabio Gonzalez stated that the main issue is that we find a way to hire more full-time faculty that could address the needs of our students. Let’s move forward and get the faculty we need because our students are hurting. Chancellor Cepeda answered that, yes, we have much more to do. This is a good example of what our students need and why.

6) Technology Update

Director Sam Ho distributed a document containing the names of the district website project teams. He reviewed the timeline of the project, which began with the kickoff events at SJCC and EVC on October 10, 2013. Since that date Kiefer Consultants has been able to complete the planning stage, wireframing and design. Mr. Ho reported on the survey results. The survey went out to 18K students, as well as to all district employees and members of the Chancellor’s community advisory group. The response was impressive. There were 818 responses within a four-day period, and 81% of those responses came from students, 6% faculty, 7% Classified staff, 3% administrative staff, and 3% from the community, which includes the Board of Trustees. The overwhelming choice of the respondents was to go with the “Y” design. The district is now in the final stage of the content migration process, and the plan is to go live with the new website on Friday, March 14.

Chancellor Cepeda thanked the district community for their hard work and feedback during this extensive project. In particular, she thanked Mr. Sam Ho for his leadership in moving this project forward. She stated that since 2010 one of the strategic directions for the district included communication strategies. At the top of the list was to do something about our district website, especially in bringing together a look, feel and ease of use of the four distinct websites. It has been a massive undertaking for staff, and the new look is great. The sites are also tremendously interactive. We are so excited to be going live soon.

Dr. Mike Russell, CISO, CampusWorks, reported that all the technical work related to SharePoint has been completed. We are excited to see all the content moving, and we are ready for prime time. One of the most effective things about SharePoint is the search feature because the topics can now be narrowed down to dates and authors of the content. The move to Office 365 is now in its infancy state and has been rolled out for testing to the Chancellor’s Executive Team to determine if it is ready to be rolled out districtwide. The DO will be next to move to Office 365 and then the CTSS staff at the colleges. It is hoped that within two months the whole district will be moved and migrated. Mr. Yancey inquired if there was a way for district
members sending emails to receive a prompt asking, “Are you sure you want to send this All District?” It seems that sometimes when people are responding to an All District email, they are not aware that their response is also going out to the whole district. Dr. Russell answered that the move to Office 365 would allow the district to control this type of access. Dr. Russell also provided an update on the status of Colleague. Vice Chancellor Garcia stated that completion of this project will take about 33 months, including lots of down time and training time of staff. We have to be willing to accept that at the end of the 33 months, we will have better tools.

7) Enrollment Update

Executive Director, RIE, Tamela Hawley distributed the Spring 2014 Weekly Enrollment Update report as of Wednesday. Overall as a district, enrollment is down by 3.17% compared to last year. SJCC enrollment is down by 5.68% and EVC is down by 0.47%. Dr. Hawley reviewed the fill rates, stating that 80% is a good bottom line for fill rate; and our district total is around 75%. The productivity figures relate to faculty in relation to student contact hours, and we are not where we want to be as far as having our courses full and their bottom line FTES. Also, our head count is not going down as much as our seat count. Last year we had students taking more classes then they are taking now. Seat count indicates the number of actual enrollments that we have. Chancellor Cepeda stated that this document contains a lot of details that the presidents and their teams review to determine what they need to do to retain students. Mr. Yancey stated that if a class is canceled due to low enrollment and the student needs that class, they may end up going to Foothill/DeAnza for all their classes. Chancellor Cepeda answered that we do communicate with students and provide them with other options at our colleges when a class needs to be canceled. SJCC Academic President Fabio Gonzalez stated that the problem is internal. We are not retaining students, not because of external factors, but the internal factors.

8) Civility Statement

Chancellor Cepeda distributed the Civility presentation she presented to the district in January 2013. She stated the district needed a statement of civility to comply with Accreditation Standard II.A.3.C, and we determine what that statement states and how we plan to implement it from college to college. Civility statements also exist at the CSU and UC systems. However, the civility statement is not a policy statement; it is a guideline, not a policy. It is a statement about what we would like to do and how we can improve campus climate. Dr. Judy Rookstool, well-known to our district and someone who has written a book on this subject, is the consultant we have been using to guide us through this process. The work for us now is to begin to adhere to this statement and take ownership and personal responsibility to treat others with dignity and respect.

Academic Senate member Phil Crawford reported that this statement was not well received by the senate, mainly because there is some misunderstanding about what it is trying to do. This statement is something we should strive for. SJCC Academic Senate President Fabio Gonzalez expressed concerns about how this statement would be communicated throughout the district. He also expressed concern about how this would impact the role of the district’s Diversity Officer. Chancellor Cepeda answered that there is work yet to be done regarding how we make this statement part of our district DNA and also how we understand and integrate it. She stated that faculty member Celia Cruz has developed an E-Portfolio on the SJCC website that is a repository of materials we can all use.
9) Other Items

Mr. Fabio Gonzalez expressed concern about the situation with the National Hispanic University and what would happen to many of our students who went from our district directly to the NHU. Chancellor Cepeda reported on her conference call with Assemblywoman Nora Campos and District 2 County Supervisor Cindy Chavez to discuss that issue, and there will be meetings in the future to determine what could be done to ensure this institution does not close. Unfortunately, at this time the NHU is not communicating openly about their issues.

The meeting adjourned at 4:47 p.m.
# AGENDA

**DISTRICT COUNCIL MEETING**  
DO Conference Room  
March 20, 2014  
3:00 – 5:00 p.m.

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SJECCD DISTRICT COUNCIL MEETING MINUTES

March 20, 2014
3:00—5:00 p.m.
DO Conference Room

Attendees:

Other Attendees:
M-E Burns (for Dr. Breland)

Absent:

Recorder:
J. Pace

1) Review of the Agenda

The only change to the agenda was to add Barbara Hanfling as a speaker for agenda item No. 7 on Accreditation – Status/Next Steps.

Chancellor Cepeda stated that since the DC meeting scheduled on April 17 conflicts with Spring break, she asked DC members if they wished to reschedule for another date in April or cancel the April meeting. The recommendation of DC members was to cancel the April 17 meeting without rescheduling. This would provide additional time for DC members to review with their constituents the board policies currently under review. Based on this recommendation, Chancellor Cepeda stated the DC would not hold a meeting in April.

2) Approval of February 20, 2014, Meeting Minutes

M/S/C (McKee/Gonzalez) to approve the February 20, 2014, meeting minutes as submitted.

3) District Committee Reports

District Budget Committee – Vice Chancellor Smith reported that at the February 27 DBC meeting, Mr. Fitzsimmons reviewed the 2nd Quarter Budget line by line. All constituency group leaders were present at the meeting and provided input on the overlaying budget assumptions.
At the February 25, 2014, Governing Board Meeting, the Board was provided a budget workshop in which they received information regarding the status of the district, budget assumptions, economic indicators, Basic Aid status, and future projections of the district’s ending fund balance. The big news is that we continue to distance ourselves from the state apportionment.

District Audit Committee – Fiscal Services Director Fitzsimmons reported that the next Board Audit Committee meeting date is still in the scheduling process. This meeting will be a pre-order meeting where the auditors will inform the Board as to what they plan to review in the upcoming audit. In September, after the books have closed, the auditors will come back to the district to review the numbers. After the audit is conducted, the auditors will have a second meeting with the Board Audit Committee sometime around Thanksgiving to review their findings.

CBOC – Vice Chancellor Smith reported on the CBOC meeting that was held on Tuesday evening. At this meeting, the committee heard staff reports and information about the district’s credit rating trip to San Francisco. The committee was also informed about the final issuance of Measure G-2004 bonds, the $120 million of Measure G-2010 bonds that have already been put to work, and the plan to refinance bonds in order to save the taxpayers money. It is anticipated that we can save up to $13 million based on our credit rating. We will receive that rating next week. Chancellor Cepeda stated that three or four CBOC members will be ending their terms, and there will be some vacancies. In the past DC members made some recommendations for appointees, and some of those are now serving on the CBOC. Mr. Becker is resigning as chair due to health reasons. If any DC member has recommendations for the CBOC, please submit those names to Vice Chancellor Smith.

Retirement Board – Committee has not met since last DC meeting. The next meeting of the RB is scheduled for Thursday, April 10, 2014, at San José City College.

Benefits Committee – Vice Chancellor Garcia reported that the committee met on February 27, and the majority of the meeting was a review of the impact of the Affordable Care Act and how it impacts district employees. At the March 27 Benefits Committee meeting, the committee will receive information about our 2014-2015 rates, review district participation in the long-term care program and review some new measures regarding flexible spending accounts.

Student Success Committee – Chancellor Cepeda stated that the Board is currently undergoing a review of its committees. It’s unclear now whether or not this committee will continue as is or become an ad hoc committee. So far, the only Board committees determined to be standing committees are the Audit, Legislative and Self-Evaluation. However, there is some concern about ad hoc status for the Student Success Committee. They had a charge to develop the student success policy, and that work has been completed. As an ad hoc committee, they would convene on an as-needed basis. This weekend, Trustees Cruz, Fuentes and Ho, along with Dr. Tamela Hawley, President Breland and I attended a Governance Institute of Student Success symposium led by the Association of Community College Trustees. This symposium addressed the Board’s role in terms of student success policy. The Board Committee for Student Success is proposing going to the Board with a recommendation to revise the charge of the committee in order to keep issues of student success front and center on all matters concerning the district, such as determining what our goal is regarding percentage to completion, persistence, monitoring the achievement at both colleges, etc. At a future board meeting, Dr. Hawley and Director Ho will provide a report about the discussions and work ahead as a result of our district’s participation in the Governance Institute of Student Success.
Civility Task Force – Director Sam Ho reported that the next meeting is scheduled for Wednesday, April 23, 3:00—5:00 p.m. in the District Office conference room. The task force will receive feedback provided during the Q&A sessions at the recent PDD. Faculty member Celia Cruz has created an e-portfolio of materials that will be assessable district-wide.

4) Redesign Report Update

Chancellor Cepeda reported that the Redesign Report was supposed to go to the Board in December, but it was not ready. We still needed more information, which led to further revisions; and we were still reviewing the responses received through the district survey. However, we’ll be ready to submit the report to the Board at the April 22 meeting. Many DC members have expressed interest in the process used in the reorganization. Chancellor Cepeda provided a brief summary of what was included in the report.

Executive Director Hawley distributed and reviewed a document which outlined the major themes of responses received from the districtwide survey. She highlighted the three major themes that came out of the comments provided for each district area. The overall responses included statements such as: We don’t understand the organizational charts. Glad to see the addition of more Classified staff, especially in the maintenance area. Don’t hire more administrators. Don’t centralize IT. FA Executive Director Hanfling inquired about differentiation between a “support” response and a “no opinion” response. Ms. Hawley answered that the responders with no opinion did write “no comment.” SJCC Senate President Gonzalez stated that the survey would give all of us the exact responses to the reorganization plan. Therefore, he was hoping the survey results would be released without the analysis provided by the administration. This would also enable the district-wide participants in the survey to know their input was used in the process. Chancellor Cepeda answered that the input was taken seriously; and, as a result, the plan was revised three times. The Board’s charge for us was to focus on student success, and that’s what we did. Students also commented that we needed more maintenance positions, and we added those. Academic Senate member Leslie Rice stated that the leadership received more information than what has been distributed in this summary. The themes seem to indicate that district members want to hire more Classified staff, more faculty, and no administrators. She stated the input provided by the survey seemed to indicate that the priority should be to add positions that are closest to the classes. However, it’s important that everyone get to review the raw data, without the filtering of an analysis provided by administration. Chancellor Cepeda answered that the raw data was sent to each department head; however, it would not be sent out because some of the comments were racist, disruptive and abusive. We also assured the respondents that the survey was confidential.

Chancellor Cepeda also provided a review of the faculty hiring process. She also provided an analysis of AB 1725 75/25 ratio guideline, the FON obligation which is mandated and the 50% law, which requires that at least 50% of our resources be spent on instruction. Ms. Hanfling commented that the number of adjunct faculty has grown tremendously in the last few years; but in 2003 we had 272 full-time faculty, and we are now down to 225. This reduction in full-time faculty does not reflect a true commitment to student success.

5) Board Student Success Agenda

This agenda item was already addressed in the Student Success committee report.
6) Board Policies – AP 5520 Student Discipline Procedures

Executive Director Rosalie Ledesma distributed a draft student discipline procedures document, which had already been distributed to DC members via email. The district used the CCLC procedure as a guideline, and there may still be additional changes as we are submitting it for legal review. She stated that she, along with Vice Presidents Burns and Archuleta met with attorney, Mr. Randy Parent, so he could determine whether or not this procedure makes us compliant with what we need to have in place. After Mr. Parent provides his comments, the procedure will then be resubmitted to the constituent groups for their review and feedback.

Ms. Hanfling stated that this is a hot issue at both colleges right now. People are very concerned about safety and how we should deal with disruptive and emotionally distressed students. She requested that this procedure be given ample time for review by constituency groups. What the CCLC writes does not mean it is written in stone. There needs to be a fair amount of dialogue in the campus community about this procedure. What seems to be missing is that often faculty will let someone know, such as the Dean or campus policy, that they are having problems with a certain student; but they never receive any response to their concerns. It is really important that faculty feel safe and that somebody is looking into those situations. And no faculty should have to wait a month or so before they learn that student has been suspended. Vice President Archuleta stated that this procedure addresses the process for students, and this point was made by Mr. Parent when he met with us to provide a legal opinion. It lays out the reasons why we would need to remove a student. The procedure is not meant to address faculty safety. That issue needs to be dealt with separately and is independent of this procedure. Chancellor Cepeda inquired if the students were involved in reviewing the procedure. Vice Presidents Burns and Archuleta answered that it would be reviewed with the ASG.

7) Accreditation – Status/Next Steps

Chancellor Cepeda provided a status report of what has been happening with the ACCJC. In spite of whatever has been going on at the Accrediting Commission, it is important that our district provide an acceptable response to their findings. Both colleges did an amazing job with the mid-term reports, but there is one area we still need to address by March 31; that is, a response to the SLOs recommendation. If not, we will be placed on Show Cause. If we don’t address this issue, we would be in violation of the two-year rule.

President Yong reported that both colleges were drafting the actual piece which, we hope, would make us compliant. Also, tomorrow, March 21, there will be an accreditation training meeting at EVC for both EVC and SJCC staff, along with DO members and staff from three other colleges, to learn about new standards and changes to existing standards, as well as changes that would impact the comprehensive visit coming up in two and one-half years.

FA Executive Director Hanfling stated that the FA hasn’t had the opportunity to submit this information to faculty. The CFT convenes a meeting next week. With the hard work of Vice Chancellor Garcia, Faculty member Mark Newton and the entire executive board, we came up with a plan on how to deal with the SLO’s requirement, not as a collective bargaining decision but as a pilot program. This pilot program is three years in length, which would allow the FA to get input from faculty. Faculty will not jeopardize our colleges’ accreditation. However, it’s important to note that no data shall be used to evaluate faculty performance. Faculty will spend the time during the pilot program to work on an appropriate evaluation document. President Yong inquired if the Accrediting Commission would accept the pilot program as an acceptable
Chancellor Cepeda answered that part of the work to be done at tomorrow's accreditation training is to check with them about whether or not the pilot program meets their requirements. The plan is to have the letter ready to send on March 31, with Board approval scheduled for April 8.

8) Other Items

No other items were discussed.

The meeting adjourned at 4:52 p.m.
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<td>4. Board Ends Policies Implementation</td>
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<td>5. Technology Master Plan Update</td>
<td>Seaberry</td>
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<td>6. Board Policies Review/Update</td>
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SJECCD DISTRICT COUNCIL MEETING MINUTES

September 18, 2014
3:00—5:00 p.m.
DO Conference Room

Attendees:

Other Attendees:
None

Absent:
D. Hawkins, S. Ho, J. Tomisaka

Recorder:
J. Pace

1) Review of the Agenda

No additional agenda items were added.

Chancellor Cepeda provided an overview of the DC committee composition, which with the addition of the two new vice chancellors totals 25. She also reviewed the duties of the council and stated that this may change due to the newly developed Board Ends Policies and Governing Principles, which will have an impact on the priorities of the committee.

AFT President Yancey expressed concern about the composition of the committee due to the large amount of administrators as voting members. He requested that at the next meeting, DC members would have some time to address their concerns and make recommendations about the composition and duties of the committee. Other constituency group leaders agreed with Mr. Yancey and also stated their concerns about having more administrators than constituency representatives as voting members on the committee.

2) Approval of March 20, 2014, Meeting Minutes

M/S/C (McKee/Narveson) to approve the March 20, 2014, meeting minutes as revised. A correction was made on page four where a comment attributed to President Yancey was actually made by President Yong. Mr. David Yancey and Dr. Ben Seaberry abstained from the vote since they were not present at the meeting.
3) **District Committee Reports**

District Budget Committee – Vice Chancellor Smith reported that the Board approved the adopted FY2014-15 budget at the last board meeting. The next meeting of the DBC will be held on October 30 at SJCC. The committee will be reviewing details of the presentation made to the Board.

District Audit Committee – Fiscal Services Director Fitzsimmons reported that the auditors will be at the district beginning next week and through the following week to conduct an on-site audit. They will be reviewing documents and making requests of staff for items that need clarification. After the audit is completed and findings, if any, are determined, the auditors will meet with the Board Audit Committee to provide that report.

CBOC – Vice Chancellor Smith reported that there were two CBOC meetings held since the last DC meeting; one on June 17 and a recent meeting on September 16. The September 16 meeting was held at the new District Office location at 40 South Market Street. Approximately 25 people were in attendance at the meeting, and a 45-minute tour was included in the meeting agenda. The next CBOC meeting will be held at Evergreen Valley College on January 20, 2015.

Retirement Board – The last meeting was held on April 10, where district benefits and the OPEB audit report were discussed. The OPEB received a clean audit. The next meeting is scheduled for October 16, 2014.

Benefits Committee – No report or update since the last DC meeting.

Student Success Committee – No report or update since the last DC meeting.

Civility Task Force – Chancellor Cepeda stated how exciting it was to see the students engaged in the civility poster contest. The first, second and third prize recipients were all EVC students, and President Yong recognized them at PDD. Instructor Rachel Lazo was the faculty member who supported and worked with those students. The next major work to do is for Director Ho and Consultant Judy Rookstool to build a database of materials for faculty and staff to engage on the issue of civility at the campuses and district office. Mr. Ho will send out the minutes of the last committee meeting.

4) **Board Ends Policies Implementation**

Chancellor Cepeda distributed the SJECCD Board’s Ends Governance Policies: Executive Staff Means Implementation Strategies document that she had reviewed at the September 9, 2014, Governing Board Meeting. She reviewed the background of the process used in the development of the Board’s ends policies, which began at a Board Study Session on February 12, 2013. She stated that more than a year later, on May 13, 2014, the Board approved its Ends Policies and Governance Principles document; and having clarity about the Board’s policy directives require the clear identification of strategies that staff must utilize and deploy to ensure implementation. The Board has been transformational in its work, but there has also been significant change in the work of staff. Therefore, she and her staff must develop a process to achieve the Board’s ends policies as her performance will also be conducted based on her progress in achieving these policies. As part of this process, the Chancellor and members of her executive team have developed workplans, which include actions required to achieve each ends
policy. The Chancellor will present these composite workplans at the October 14, 2014, Governing Board Meeting.

Interim Vice Chancellor Hawley reviewed the Balanced Scorecard report and stated that the Board would be receiving similar dashboards as a means of providing information on the achievement of their ends policies. Academic Senate member Rice stated that many of the items listed on the scorecard are not considered ends, and she wants to make sure the Board understands that they are numbers only, many of which are up for debate. Chancellor Cepeda answered that the Board would not be receiving just charts and graphs but characteristic measures. AFT President Yancey noted that the current level of student engagement is mostly the same since 2012. Vice Chancellor Hawley answered that the next time we do the CCSSE survey, we will get an update on those numbers. The plan is to do the survey every other year.

5) Technology Master Plan Update

Vice Chancellor Seaberry provided a status of the Strategic Information Technology Plan for FY2013 through FY2017. He reviewed the current projects and initiatives, including student education plan and degree audit, network infrastructure upgrade, new online orientation for students, new CROA reporting platform, IT redesign review, ERP conversion – business process reviews and ERP conversion – software updates. Dr. Seaberry also reviewed the ERP conversion draft timeline. SJCC Academic Senate President Covarrubias stated that a lot of faculty members are currently doing program review, and they are having problems getting access to data. This is coming at a time when they are being pressured to meet deadlines. Dr. Seaberry stated that he would follow up on those problems. Dr. Seaberry discussed the Office 365 upgrade that was provided to students and is now being rolled out to all district staff. Along with other benefits, Office 365 will provide more email storage, which is needed for everyone. Ms. Rice inquired when faculty would be given the upgrade. Dr. Seaberry answered that he will need another month to provide that timeline because he still needs to work with CTSS staff on both campuses to plan the rollout.

Vice Chancellor Seaberry also requested assistance of DC members in establishing a District Technology Steering Group. This group would enable ITSS to ensure things are being connected between the District Office and colleges. AFT Executive Director Hanfling discussed the problem she incurred when three of the five servers crashed and the response at SJCC was very slow. Would the new steering committee be involved with those issues? Dr. Seaberry answered that response time would be part of what would be reviewed, but more important would be looking at process review and how ITSS is supporting the needs of faculty and staff. Mr. Yancey also discussed the problem he was having in submitting census. Dr. Hawley stated the importance of keeping track of who is contacted when there is a problem. Chancellor Cepeda agreed that it is important to make the right connections when reporting system problems. This is something the district is now doing with all its processes. Ms. Hanfling also requested that individuals be contacted when something is being worked on so that everyone can be aware of the progress. In her case, it was two days before she was provided a status. SCC President Lauren McKee stated that issues with submitting data should first be reported to Admissions and Records.

6) Board Policies Review/Update

Executive Director Rosalie Ledesma reminded DC members that the Board has agreed to review 20% of policies per year. The plan is to do a thorough review of Chapter 4 Academic Affairs. On August 26, Ms. Ledesma met with Dr. Hawley, VP Keith Aytch, and VP Duncan
Graham to map out a plan to address this huge chapter. This review will be a joint task with the Academic Senate. The deadline for completing this policy and related administrative procedure is May 20, 2015. The Chapter 4 policy and related procedure will be brought back to the DC on May 21 for final feedback. It will then be brought to the Board for a first reading at the June 9 meeting and approval at the July 14 meeting. Ms. Hanfling requested the May 21 DC review be changed since this is the date for graduation. Ms. Ledesma stated she will adjust the review schedule and provide those dates to DC members.

7) Legislative Advocacy Update

Executive Director Ledesma reported that the Board Legislative Committee met on August 30 and worked on using aligning the legislative action plan with the Board’s student success policy and the district's strategic plan. The committee reviewed 45 Assembly bills and 20 Senate bills and found 13 bills to support. This is actually double the amount the Board worked to support last year. The district’s legislative team, which includes students, met with legislators and their staff and attended those key legislative meetings to voice their support. Ms. Ledesma also reviewed the status of the community colleges' baccalaureate degree and reported that the 15 colleges chosen by the Board of Governors through the State Chancellor’s Office will get to provide only one baccalaureate degree. Ms. Ledesma distributed copies of the legislative dashboard. She reported that the Board Legislative Committee is still working on confirming the date for the next meeting; and, once confirmed, she will send a notice out to DC members. Mr. Yancey inquired if there was a plan to reach out to faculty. He had asked for draft dates to see if he could schedule his work around those meetings. Ms. Ledesma answered that these committee meetings are open and faculty is definitely invited to the meetings. However, the priority as to when the meetings would be set revolves around the committee members' availability. It is impossible to find a time that works for everyone interested in attending. Mr. Yancey expressed concern that the statement, “If you can come to our meeting, you are welcome to do so,” is not a collaborative statement. Chancellor Cepeda answered that this committee is just getting started, and Trustee Ho is starting off on the campuses by talking with students. However, Trustee Ho is trying to come up with a schedule for the next series of meetings, which would give ample time for district members who want to attend to change their schedules, if necessary. Mr. Yancey answered that a survey could also be sent out to see what dates/times would work best for those who have expressed interest in attending the legislative committee meetings.

8) Accreditation Update

President Yong reported that EVC is making great progress in addressing the accreditation concern which put the college on probation. The narrative report is now in the process of being developed, and the ACCJC has accepted our request to move back to the original March 15, 2015, submission date. This will give us a little more time to get everything done.

President Breland stated that SJCC is on track to meet the March 15 deadline, and it will be in full compliance with the SLO assessment requirement. The goal is to have all evaluations completed in February.

Chancellor Cepeda commended both colleges and Vice Chancellor Garcia for the work that has been done so that we can meet both the deadline and the SLO requirement.

9) AB 86 Update
Vice Chancellor Coen reviewed the history of AB 86 and the transfer of adult education from K-12 to community colleges. She reviewed the planning process of our district and partners, which involved a lot of participation from our faculty and district constituency groups. The next all-day retreat is scheduled for tomorrow, September 19. This program is a wonderful opportunity for our district. Many of our students get lost in basic skills and moving them from non-credit to credit courses. Ms. Coen thanked Dean Kishan Vujjeni for leading the outreach efforts.

Dean Vujjeni distributed a list of AB86 – Adult Education Faculty and Community Engagement meetings. He stated that these meetings included 72 faculty members from all systems, and $227K from the state has been provided for faculty to participate in these meetings. SJCC Academic Senate President Covarrubias expressed concern about the last-minute notice he received to send a faculty member from our district to the summit. We have faculty working groups in place who are experts in these areas, yet they have not been able to participate. He requested that this process be more thoroughly thought out. Mr. Yancey stated that the number of meeting dates is not an issue; the issue is the faculty has not been involved in setting these dates. He inquired if attendance was being taken at each meeting so that we would know how many faculty members are actually participating. He recommended that more work be done on the schedule. Ms. Rice stated that faculty has asked very early in July to be included on the steering committee, and it’s troubling that the state would assume you just tell people about the decisions made by that committee. Ms. Coen answered that one of the first decisions made by the seven-district consortium was the composition of the steering committee, and the decision was to follow the state model; but we also agreed it was important to include faculty as part of the task force. Ms. Coen stated this was not her decision, but what she agreed to do since it was important for this group of very different districts to work well together. Ms. Hanfling expressed her contractual concerns, and the number of faculty who already work at 140%. Ms. Coen answered that the two faculty members who are already at 140% have been released from their participation. Mr. Yancey stated his concerns about the fact that leadership made the decision to exclude faculty from the development of this program and that meeting dates were set when faculty is not around. Chancellor Cepeda answered that these decisions were not made by Carol and Kishan; it has been a struggle of give and take. However, there will be a more robust discussion when the faculty group starts participating in the task force meetings.

Vice Chancellor Garcia stated that all educational program steering committee groups should always include faculty as these decisions should not be made without their consultation.

10) Redesign

Chancellor Cepeda distributed and reviewed her August 26, 2014, report to the Board entitled: Workforce Analysis and Hiring Decision Alignments with Restructure and Redesign. She reviewed Phase I and Phase II of the plan and stated that implementation of the Phase II has not yet been presented to the Board. Ms. Rice requested that the focus of Phase II be on EVC and SJCC and also requested a real picture of what really happened in Phase I. Chancellor Cepeda stated that she did not agree with that perception because Phase I priorities were set by the colleges through the college presidents. We focused on restoring many of the services that were impacted through the budget cuts, one example being groundskeeping staff at the campuses. The presidents and Vice Chancellor Coen will engage the constituency groups on priorities for Phase II. Student success is a comprehensive effort which also includes student support services. There are many issues that impact the hiring decisions made through this redesign plan, which is subject to change as needs and priorities shift.

11) Other Items

There were no other items discussed.
The meeting adjourned at 5:02 p.m.
**AGENDA**
**DISTRICT COUNCIL MEETING**
DO Conference Room
October 16, 2014
3:00 – 5:00 p.m.

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a. District Budget Committee  
b. District Audit Committee  
c. CBOC  
d. Retirement Board  
e. Benefits Committee  
f. Student Success Committee  
g. Civility Task Force | Smith/Fitzsimmons/Garcia/Ho | 20 min |
| 4. District Council Composition and Duties | Cepeda | 20 min |
| 5. Revision of Job Descriptions to include “Bilingual Preferred” language | Garcia | 10 min |
| 6. Other Items | | 60 min |
SJECCD DISTRICT COUNCIL MEETING MINUTES

October 16, 2014
3:00—5:00 p.m.
DO Conference Room

Attendees:

Other Attendees:
J. Escobar (for B. Breland)

Absent:
C. Coen, B. Hanfling, S. Ho, R. Ledesma, D. Smith, V. Villa

Recorder:
J. Pace

1) Review of the Agenda

No additional agenda items were added.

2) Approval of September 18, 2014, Meeting Minutes

M/S/C (McKee/Narveson) to approve the September 18, meeting minutes as submitted. Mr. Hawkins and Ms. Tomisaka abstained from the vote since they were not present at the meeting.

3) District Committee Reports

District Budget Committee – Fiscal Services Director Fitzsimmons reported that the committee has not met since the last meeting. The next DBC is scheduled for Thursday, October 30, at SJCC, and the agenda will include a review of the 1st quarter budget report.

District Audit Committee – Fiscal Services Director Fitzsimmons announced that the next meeting of the committee will be held on Thursday, December 4, 6:00 p.m. in the DO Conference Room. At this meeting the auditors will review the draft report with the Board Audit Committee.
CBOC – Fiscal Services Director Fitzsimmons reported that the CBOC has not met since the last DC meeting. The next CBOC meeting will be held at San José City College on January 20, 2015. Chancellor Cepeda announced that three community members who had attended the Community Advisory Breakfast Meeting had expressed interest in serving on this committee. This indicates the interest of community members in our district facilities.

Retirement Board – Fiscal Services Director Fitzsimmons reported that the RB had just held a meeting on this date. Nothing new to report; it was a regular business meeting. The next meeting will be held in April 2015. Mr. Fitzsimmons is the chair for this committee, and Mr. Yancey is the vice chair. Mr. Yancey stated that the RB meeting is always interesting and very informative. It’s always good news to hear about how the OPEB is performing for us in spite of the fluctuating financial market. Mr. Fitzsimmons reported that the district pays out about $3 million a year for the retiree benefits liability. The district has more money today than we did in May 2009 as a result of these bonds to fund the cost of these retiree benefits.

Benefits Committee – Vice Chancellor Garcia reported that the committee has not met since the last DC meeting.

Student Success Committee – Chancellor Cepeda reported the committee has not met since the last DC meeting. Members have been requesting a schedule of upcoming meetings, but that hasn’t been established yet. Chancellor Cepeda stated that she would inform DC members when that committee is reconvened. Mr. Yancey inquired if the Board Student Success Committee should be a standing committee of the Board. Chancellor Cepeda answered that Trustee Cruz has indicated that it should be a standing committee; however, that decision has not yet been made by the Board. We also have that same question about the Board Legislative Committee.

Civility Task Force – Chancellor Cepeda reported that the Civility Task Force met on September 14. She distributed a copy of the meeting agenda, draft notes of the May 14 meeting, and the ongoing prioritized tasks of the committee. SJCC Academic Senate President Covarrubias stated that the question has come up during the last senate meeting as to exactly what the Civility Task Force is all about. Is there a civility policy that everyone will have to comply with? Based on the materials distributed at the meeting, it doesn’t appear this is the case. Chancellor Cepeda answered that there is no civility policy. The district has a statement of civility in place to provide guidance to district members on how to treat one another. The reason for establishing the committee was to initiate a culture change at the district. The committee has been engaged with the development of resource documents through e-portfolio, and these resources contain ideas and suggestions that would be available for faculty to use. There has also been a discussion about having a training person from Santa Clara County come to the district to discuss such areas as conflict management and communication. The County is in the process of developing a proposal with a cost analysis to do that work. The next Civility Task Force meeting is scheduled for November 12, 3:00 p.m. at the DO Conference Room, and the December 10 meeting will be held at 3:00 p.m. in the DO Board Room.

4) District Council Composition and Duties

Chancellor Cepeda reported that at the very first meeting of the fiscal year, she reviews the committee composition and responsibilities. During her review at the September 18 meeting, questions were raised about the committee composition and how it comprised too many district administrators as voting members. After further review, Chancellor Cepeda developed three options for moving forward with this committee. She distributed a document outlining those options. Option 1 offers substantial changes to the responsibility and authority of the DC.
2 has minor changes to what is now in place, and Option 3 represents the status quo with clarification regarding membership. Chancellor Cepeda requested that DC members review these options, share with constituents and provide feedback on what option would be the best for moving forward with this committee. She stated she would like to have a new DC Charge and Membership document in place by the Spring. The DC might need to devote an entire meeting to review this topic so that members can ask questions and make suggestions. Ms. McKee requested the Chancellor send via email the document package she distributed to all DC members.

5) Revision of Job Descriptions to include “Bilingual Preferred” Language

Vice Chancellor Garcia expressed the importance of including a “bilingual preferred” statement to all district job descriptions. As California becomes increasing multi-lingual, it would be helpful to include such a statement. We cannot require it unless the job happens to be as a translator. However, we have minimum requirements for desired/preferred skills; and it would be in line with our district’s mission/vision statements to address this topic. Also, we could be one the first district’s to include such language. We continue to hear about how we are language deficient in being able to serve our students. In the same manner that an employee has computer skills, we should put some value for proficiencies in particular languages spoken by our students and district employees. Vice Chancellor Garcia stated she would like to bring this item back to the DC for further discussion. Mr. Covarrubias stated that this issue is essentially a “no brainer,” based on the student population we serve. There are places where this skill can be certified; therefore, we can add it to the job applications. Mr. Yancey stated that if we want to give this issue credibility, it needs to be real. Therefore, we want to be sure the applicant actually has those skills and sensitivities and not certification they get from somewhere else. Mr. Covarrubias stated that this is an issue that comes up on various screening committees. It is always a challenge to prove that when someone states they have language and cultural competencies to actually prove it. President Yong stated that he viewed this competency as customer service. If someone owns a business here, they would want their employees to be able to communicate with customers. EVC and SJCC are no different. We want to serve our customers, which are our students, especially in those departments that interact directly with students, such as Admissions & Records and Financial Aid. Ms. McKee stated that she also believed it was important to include on job descriptions, especially those working with ESL students and to better respond to adult learners in our community. Chancellor Cepeda discussed the importance of working with screening committees to ensure that questions regarding language and cultural competencies are adequately addressed. But some committees are actually doing a very powerful job in adding that component in the interview questions. Vice Chancellor Garcia thanked DC members for this discussion and will bring this item back as a board agenda item.

6) Other Items

There were no other agenda items.

The meeting adjourned at 3:40 p.m.
**AGENDA**  
**DISTRICT COUNCIL MEETING**  
DO Conference Room  
November 20, 2014  
3:00 – 3:45 p.m.

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<td>5. Security Master Plan</td>
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SJECCD DISTRICT COUNCIL MEETING MINUTES

November 20, 2014
3:00—3:45 p.m.
DO Conference Room

Attendees:

Other Attendees:
J. Escobar (for B. Breland), H. Gee (for H. Yong)

Absent:
B. Breland, R. Cepeda, C. Coen, F. Gonzalez, S. Ho, R. Ledesma, L. Rice, B. Seaberry, J. Tomisaka, V. Villa, H. Yong

Recorder:
J. Pace

1) Review of the Agenda

An additional agenda item was added for the future DC meeting location and parking logistics for attendance at future DC meetings.

2) Approval of October 16, 2014, Meeting Minutes

M/S/C (Hawkins/Yancey) to approve the October 16, meeting minutes as revised. Corrections were made to the attendance listing as follows: T. Hawley was present at the meeting and B. Hanfling was absent.

3) District Committee Reports

District Budget Committee – Fiscal Services Director Fitzsimmons reported that the committee met on October 30 to review the 1st quarter budget report. They also reviewed the FY2013-2014 Fund 10 student success initiatives and expenditures. The DBC will meet right after the DC meeting at 3:45 p.m.

District Audit Committee – Fiscal Services Director Fitzsimmons announced that the next meeting of the committee will be held on Thursday, December 4, 6:00 p.m. in the DO Conference Room. At this meeting the auditors will review the draft report with the Board Audit
Committee. Vice Chancellor Smith reported that committee members receive feedback from the auditors but also provide direction to the auditors if they would like to receive more detailed information. The full audit will be presented to the Board for approval at a meeting in December or January. Vice Chancellor Smith also reported that there will be a change in the composition of this committee since Trustee Dhillon’s membership will need to be replaced. That decision will be made at a future board meeting.

CBOC – Fiscal Services Director Fitzsimmons reported that the next CBOC will be held at Evergreen Valley College on January 20, 2015, 5:30 p.m. The location has not yet been determined. Vice Chancellor Smith announced that three community members who had attended the Community Advisory Breakfast Meeting had expressed interest in serving on this committee. This indicates the interest of community members in our district facilities.

Retirement Board – Fiscal Services Director Fitzsimmons reported that the next RB meeting will be held in April 30, 2015, at San José City College Technology Building, T-112, at 1:00 p.m. Everyone who is interested may attend the meeting.

Benefits Committee – Vice Chancellor Garcia reported that the committee will meet on December 11, 2014, at the San José City College Technology Building, T-112 at 2:00 p.m. This meeting will follow the District Budget Committee meeting.

Student Success Committee – Vice Chancellor Hawley discussed the interest the Board has in re-establishing this committee, perhaps as a standing committee of the Board. Chancellor Cepeda is currently reviewing how to staff this committee and identify someone to provide the administrative leadership. The Board will provide a charge to the committee as it continues its work.

Civility Task Force – Vice Chancellor Smith reported that this committee meets once a month on a Wednesday. He requested that anyone interested in attending or joining this committee should contact Sam Ho.

4) HMC Design Standards

Vice Chancellor Smith stated the importance for the district to have design standards so that the lock systems, security systems, and hardware systems don’t require different keys and maintenance requirements. He thanked Executive Director Thompson for the excessive work that went into the details of setting the standards included in the design manual.

Mr. Thompson reviewed the process the district had undergone to develop the standards included in the manual. HMC was the consultant that provided an assessment during the review process. Mr. Thompson discussed the review process that was undertaken at the colleges and by constituency groups to review these new standards. These standards will be continually reviewed and updated as needed. It’s important to note that furniture items are not listed in the design standards document, but we will also need to lock that down at some point. Vice Chancellor Smith stated that some of these kinds of standards would be that “a smart classroom would have this, and this, and this.” Having detailed standards would improve the quality of the classrooms and assist the district in its goal of enhancing student success. AFT 6157 Executive Director Hanfling requested clarification about the constituency group review process. Does that mean the document was reviewed by the colleges’ facilities committees or the Academic Senates? EVC Vice President Gee answered that he had introduced this document three times to the EVC Academic Senate and also to the College Council, Safety and Facilities Committee and also reviewed with the maintenance and groundskeeping staff at EVC. However, not
everyone is going to be interested in the details; but the opportunity to review and comment on those details was provided to the EVC campus.

Vice Chancellor Smith stated that this document will be brought to the Board at the December 9 meeting, along with a presentation regarding the process by which these design standards were determined.

5) Security Master Plan

Vice Chancellor Smith discussed the review process used in the development of the district’s Security Master Plan. EVC finished its checkoff of the approval process in 2012. This plan hasn’t yet been reviewed through the SJCC governance process. He requested that this group review with their constituents so that this plan could go to the Board as an information item at the December 9 meeting and be approved in the beginning of 2015. Vice Chancellor Smith reported that Interim Chief Delgado is currently reviewing the use of student cadets to enhance the presence of security on the campuses. This would make our students and campus community feel more safe and secure. There is also a plan to put security cameras on the campuses and to do so in a manner which does not infringe on the privacy of faculty and campus community members. These cameras would be put in high-risk areas, such as the parking garages and in the classrooms. Ms. Hanfling stated that the union has made a request for a listing of where the cameras would be located. The union also wants an agreement in writing that the cameras would never be used for monitoring faculty, especially for recording when faculty is coming and going to and from work. EVC Academic Senate President Narveson expressed concern that when email alerts are sent regarding security issues at the colleges, there never seems to be a follow up email providing the status of the security risk. It’s important to have a follow up so that students and staff are not afraid when an issue comes up and are not informed that the risk has been removed. Vice Chancellor Smith answered that this is an issue currently being addressed by Interim Police Chief Delgado. Mr. Narveson also expressed concern about the lighting in the South Campus area, which seems to drop off at night. Are those lights motion sensitive? Mr. Gee answered that those lights are kept at 50% until the sensors pick up movement and then the lights become full strength. Vice President Escobar also stated that SJCC is getting some technical advice for improving the lighting in high traffic areas at night.

6) Logistics for Future DC Meetings

Mr. Narveson stated that he would like to receive more information at the December 18 DC meeting regarding the location and parking at the new District Office for DC meetings. MSCC President Lauren McKee also inquired about accessible parking and whether or not disabled district members would have the proper accommodations. Mr. Fitzsimmons answered that the parking lot district members would use is at 60 S. Market St., which is adjacent to the 40 S. Market St. building; and there is parking for disabled persons at that location. Vice Chancellor Smith stated that the details and action plan for meetings in the new building is currently under review, and more information would be provided at the December 18 DC meeting.

The meeting adjourned at 3:47 p.m.
# AGENDA

**DISTRICT COUNCIL MEETING**  
DO Conference Room  
December 18, 2014  
3:00 – 5:00 p.m.

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<thead>
<tr>
<th>TOPIC</th>
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<tbody>
<tr>
<td>1. Review of the Agenda</td>
<td>All</td>
<td>5 min</td>
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<tr>
<td>2. Approval of the November 20, 2014, Meeting Minutes</td>
<td>All</td>
<td>5 min</td>
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<tr>
<td>3. District Committee Reports</td>
<td>Smith/Fitzsimmons/Garcia/Ho</td>
<td>15 min</td>
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<td>a. District Budget Committee</td>
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<td>b. District Audit Committee</td>
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<td>c. CBOC</td>
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<td>d. Retirement Board</td>
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<td>e. Benefits Committee</td>
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<td>f. Student Success Committee</td>
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<td>g. Civility Task Force</td>
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<td>4. Campus Safety</td>
<td>Cepeda</td>
<td>25 min</td>
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<td>5. Transition to new DO</td>
<td>Smith/Thompson</td>
<td>15 min</td>
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<td>6. Status of Accreditation Reports</td>
<td>Breland/Yong</td>
<td>15 min</td>
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<td>7. Board Policies</td>
<td>Cepeda</td>
<td>20 min</td>
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<tr>
<td>a. Policies &amp; Procedures – Compliance with SB 967 and AB 1433</td>
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<td>b. SJECCD Board Policy Dashboard 2015 (draft schedule)</td>
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<td>8. Other Items</td>
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SJECCD DISTRICT COUNCIL MEETING MINUTES

December 18, 2014
3:00—3:45 p.m.
DO Conference Room

Attendees:

Other Attendees:
None

Absent:
L. Rice, J. Thompson

Recorder:
J. Pace

1) Review of the Agenda

No changes were made to the agenda.

2) Approval of November 20, 2014, Meeting Minutes

The minutes were approved by general consent of the District Council members.

3) District Committee Reports

District Budget Committee – Vice Chancellor Smith stated that at the November 20 DBC meeting, the committee reviewed its charge, student success and support program budgets for 2014/15, and a summary of the Board initiatives and the funding required to implement them.

District Audit Committee – Fiscal Services Director Fitzsimmons announced that the Board committee met on December 4, although Trustee Dhillon did not attend as he was not re-elected as a board member. Currently, the committee has two members, Trustee Wendy Ho (chair) and Trustee Rudy Nasol. Trustee Dhillon’s seat on the committee will need to be replaced prior to the next meeting. The committee reviewed a draft of the district’s audit reports, which will be submitted to the Board for approval at the January 13 meeting. The next scheduled meeting will be held sometime in April or May.
CBOC – Fiscal Services Director Fitzsimmons reported that the last meeting was held at Evergreen Valley College on January 20, 2015, 5:30 p.m. Prior to the business meeting, the committee had an optional tour of the projects currently underway at EVC. Vice Chancellor Smith reviewed some recent actions that were taken to actively recruit for new CBOC members. Interest was shown at the last Chancellor’s Community Advisory breakfast meeting; and, as a result of those efforts, Mr. Matt Mahood has requested to be appointed to the committee. Mr. Elias Portales, former SJCC student, will also be appointed to the committee. He was interviewed today as part of the appointment process for this committee. The CBOC will have three renewals and three new members appointed. The community support for this committee has been amazing, and that is reflected in our ability to recruit new members.

Retirement Board – Fiscal Services Director Fitzsimmons reported that the next RB meeting will be held in April 30, 2015, at San José City College Technology Building, T-112, at 1:00 p.m. Everyone who is interested may attend the meeting. This Board meets twice a year in April and October.

Benefits Committee – Vice Chancellor Garcia reported that the committee did not meet this month.

Student Success Committee – Chancellor Cepeda announced that this committee did not meet, and Board President Ho is currently considering the composition and charge of this committee.

Civility Task Force – Director Ho distributed meeting notes from the December 10, 2014, meeting. The next meeting will be held on February 4 at EVC in the Mishra Room. Mr. Ho stated the importance for having a member from each department to attend and actively participate in this committee. There was very good attendance at the December 10 meeting, and a plan was discussed for a roundtable discussion at the March 2015 PDD.

Mr. Ho also distributed a draft annual report. The plan is to have this report completed and printed so that it could be distributed to the Board at the January 13 meeting. He stated he still needed some input from the college presidents and Workforce Institute.

4) **Campus Safety**

Chancellor Cepeda provided an overview of the report she made to the Board regarding campus safety and the implementation of SB967 and AB1433. She reported that Executive Director Ledesma is currently working on the board policies to ensure they are compliant with the new legislation. She also reported that the San Jose Mercury News has received a complaint from certain faculty members regarding their concerns about the increase of violence at the campuses. She stated that the college presidents and Vice Chancellor Smith have been alerted and are responding to those concerns. However, it’s important to note that as a Bay 10 district and an urban campus, our crime statistics remain relatively low, although we are taking steps to improve our safety performance. Vice Chancellor Smith reviewed the problematic issues the district faces regarding adequate staff and discussed the recruitment processes currently in place, especially for the key position of Chief of Police. There is a lot of excitement because it seems we have identified a great person to fill this position; and we are currently engaged in background checks for that candidate.

SJCC President Breland discussed the college’s plan to use student safety officers to patrol the college and report potential incidents to campus police. They would not be in danger as they would not confront people but would inform the campus police. However, this would provide a police presence that would allow students and campus staff to feel more secure. Mr. Yancey
suggested the importance of training officers how to respond to incidents at a campus versus patrolling the streets. It is a cultural change if someone has not worked in an educational institution before.

5) Transition to the new District Office Location

Director Thompson distributed and reviewed an information sheet regarding parking, access, security and safety issues at the new 40 South Market Street District Office. He stated that parking passes would be provided for the district’ constituency group leaders which would provide them access to park at the 60 S. Market Street parking garage. Other district employees visiting the DO for meetings would have their parking entrance tickets validated. Mr. Thompson also stated that the front desk safety officer would be available from 8:00 a.m. to 5:00 p.m. However, for the first week in January, the safety officer will be at the building beginning at 7:00 a.m. to assist everyone in getting used to using the elevator and finding conference rooms for meetings. MSCC President McKee expressed concerns about parking for disabled district members. Mr. Thompson answered that the 60 S. Market Street parking structure has spaces available adjacent to the elevators located at every floor.

6) Status of Accreditation Reports

EVC President Yong reported that the college is currently preparing the document and looking at the evidence, which would include the number of faculty members evaluated with the new forms utilizing the SLO language. The pilot program initially comprised of tenured track faculty, but we are now required to use the SLO language in adjunct, non-instructional and administrator evaluations for those who have direct contact with students. Chancellor Cepeda stated that we have done as much as we could under the pilot program. However, after the evaluation forms are revised, we will have a lot of work to do. We will need to go to the Board at the February 10 or perhaps March 10 with the evaluation form language to be approved. She stated that we also need to be clear on what the ACCJC expects from us as we need to ensure we are fully compliant with the recommendation. SJCC President Breland reported that the accreditation teams for both colleges have gathered to start with the writing of the reports.

7) Board Policies

Vice Chancellor Garcia distributed BP 3430.1 Consensual Relationships and stated that this policy would be submitted to the Board for approval with only one change; the number of the policy has been changed to fit within the new Board policy structure utilized by the CCLC. The contents of the policy have not been changed. DC members expressed concerns and confusion regarding the language defining those who were prohibited from engaging in consensual sexual relationships. Chancellor Cepeda recommended that due to the confusion that was expressed at this meeting, perhaps this policy should be sent back to constituent groups for further review. Vice Chancellor Garcia answered that this policy will come back to the DC as part of the review of Chapter 3.

Chancellor Cepeda announced that due to the legislative changes outlined in SB 967 and AB 1433, she had requested that Executive Director Ledesma develop policies that would be originated at the colleges, including students, and worked through the constituency group representatives to ensure that our district is in total compliance with current legislation. The CCLC has already done the work of providing a template we could use, and our goal is to begin at that point and revise accordingly. Chancellor Cepeda also distributed and reviewed the SJECCD Board Policy Dashboard 2015 draft schedule.
December 18, 2014, District Council Meeting Minutes

The meeting adjourned at 4:35 p.m.