DISTRICT COUNCIL COMMITTEE

2015 AGENDAS & MINUTES

Click on date to view Agenda and Minutes
Press Home key to return to table of contents
or open Bookmarks on left to select the
specific Agenda or Minutes by date

February 19, 2015 - Agenda & Minutes
March 19, 2015 - Agenda & Minutes
April 16, 2015 - Agenda & Minutes
May 13, 2015 - Agenda & Minutes
September 17, 2015 - Agenda & Minutes
October 19, 2015 - Agenda & Minutes
December 17, 2015 - Agenda & Minutes
**AGENDA**  
**DISTRICT COUNCIL MEETING**  
Chancellor’s Conference Room, #726  
February 19, 2015  
3:00 – 5:00 p.m.

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>PRESENTER/S</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Review of the Agenda</td>
<td>All</td>
<td>5 min</td>
</tr>
<tr>
<td>2. Approval of the December 18, 2014, Meeting Minutes</td>
<td>All</td>
<td>5 min</td>
</tr>
</tbody>
</table>
| 3. District Committee Reports  
  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 | 10 min |
| 4. Chancellor Search | Garcia/Cepeda | 10 min |
| 5. Accreditation Status | Yong/Breland | 15 min |
| 6. Review of Board Budget Study Session presentation at February 24 meeting | Smith | 15 min |
| 7. District Technology Planning Group | Seaberry | 15 min |
| 8. Human Resources  
  a. Change in application process for new positions  
  b. Tutorials | Garcia | 15 min |
| 9. Board Policies  
  a. Chapter 5: Student Conduct (status)  
  b. Policies on Student Conduct and Sexual Assault: Forums at colleges: March 4, March 10 (12:30-1:30 p.m.) | Cepeda/Archuleta/Burns | 15 min |
| 10. Microsoft Exchange Light | Crawford (proxy for Leslie Rice) | 10 min |
| 11. Other Items | | 5 min |
SJECCD DISTRICT COUNCIL MEETING MINUTES

February 19, 2015
3:00—5:00 p.m.
Chancellor’s Office Conference Room, #726

Attendees:
R. Cepeda, A. Azevedo, B. Brelan, C. Coen, P. Fitzsimmons, K. Garcia, B. Geer, B. Brelan,
Thorpe, D. Yancey

Other Attendees:
I. Archuleta, E. Burns, P. Crawford, M. Muench (for Jesus Covarrubias),

Absent:
J. Covarrubias, T. Hawley, L. McKee, L. Rice, K. Vujjeni

Recorder:
J. Pace

1) Review of the Agenda

AFT 6157 Executive Director Barbara Hanfling requested an item be added to discuss aol email
and Comcast problems.

2) Approval of December 18, 2014, Meeting Minutes

The minutes were approved by general consent of the District Council members with the
following amendment: Per Mr. Sam Ho, on page two, paragraph six, the board meeting date
was changed from January 13 to January 27.

3) District Committee Reports

District Budget Committee – Vice Chancellor Smith stated the DBC met twice since the last DC
meeting. At the January 29 meeting, the committee reviewed the budget materials from the
State Budget Office and also reviewed the 2nd quarter budget. The next meeting was originally
scheduled for two weeks from this date; however, the DBC met yesterday instead to review the
materials that would be presented to the Board of Trustees next Tuesday night for their budget
study session. A few edits were made to the presentation based on feedback from the DBC.
The next DBC meeting will be held at the DO on Thursday, March 26, at 3:00 p.m.

District Audit Committee – Fiscal Services Director Fitzsimmons announced that the Board
Audit Committee has not met since its last meeting on December 4. The next meeting will be
held sometime in April or May, and we await the new board member who will replace former committee member Trustee Balbir Dhillon.

CBOC – Vice Chancellor Smith reported that the last meeting was held at Evergreen Valley College on January 20, 2015. The committee received a full report by the auditors, which was an excellent audit report. The committee was very engaged at the meeting. The next CBOC meeting is scheduled for Tuesday, March 24, 5:30 p.m. in the District Board Room.

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.

Benefits Committee – Vice Chancellor Garcia reported that the committee will on February 26 and the discussion will focus on life insurance that employees can purchase. She encouraged all groups to send their representatives to the meeting for this very important discussion. The question is about how to offer that insurance to employees. There will also be a discussion about the Cadillac tax that the federal government will impose on all benefit plans that exceed a certain billing. We need to keep our eye on this, although it doesn’t come into play until 2018. We will have another meeting on March 26 to review the health benefit rates for next year based on our experience this year.

Student Success Committee – Chancellor Cepeda announced that Board President Wendy Ho is considering this as a standing committee for the Board. The committee will meet after the appointment of new Board committee members. The original charge for this committee has already been met. The plan is for the Board to consider a new charge that is in relation to the Board’s governing principles on student success. Another option for this group is to become a task force, which would meet to review best practices for the achievement of student success initiatives.

Civility Task Force – Director Ho distributed meeting notes from the February 4 meeting. The discussion focused on the planned task force roundtable discussions at the March 20 PDD with a review of the questions that would be asked to generate the discussion on civility. The task force is also requesting that the RIE Office conduct a civility climate survey during the spring 2015 semester. The next task force meeting is scheduled for March 4, 3:00-4:30 p.m. at the SJCC Technology Building in T-112. Chancellor Cepeda reviewed plans for the district to provide a three-day training opportunity on mediation, conflict resolution and communication skills that would be conducted by the Santa Clara County Office of Human Relations. Mr. Yancey inquired if, once a district member has received the training, would that person be called in as a mediator. Chancellor Cepeda answered no, but that person might be required to speak about what was learned and also share materials that were distributed during the training sessions. Mr. Yancey answered that if the district pays a lot of money to train about 35 people, it doesn’t make sense that those individuals would not be able to use that information. Vice Chancellor Garcia answered that this training is more about creating a cultural change within the district and that just can’t rest on training 35 individuals. Ms. Hanfling inquired if faculty would be involved with this training. Chancellor Cepeda answered that faculty would need to go through the process with their deans. She requested that Mr. Ho provide more details on how this training opportunity would be rolled out to district members.

4) Chancellor Search

Chancellor Cepeda announced that the Board will engage to determine a process for the Interim and Permanent Chancellor searches. The idea is to schedule forums at the DO and both colleges throughout March and April where district members could provide feedback in terms of
what qualities they would like to have in the next Chancellor. Vice Chancellor Garcia stated that we are looking to develop an RFP to hire a search firm to conduct the search. The plan is also to have this item as the main topic at the next Chancellor Community Advisory Breakfast in April so that we could provide information on the search and receive feedback from community members.

5) Accreditation Status

SJCC President Breland reported on the meeting that he attended, along with Chancellor Cepeda and President Yong, with the ACCJC representatives to ensure we understand what full implementation to the recommendation means. There is a full pilot in place and the college will continue with the evaluations we are already completing. Those evaluations not yet completed will be done with the evaluation forms that include the SLO language. This will be presented to the Academic Senate in terms of what our response would look like. The plan is to have the Board approve at its March 10 meeting; in time for the March 15 submission deadline to the Commission.

6) Review of Board Budget Study Session Presentation at February 24 board meeting

Vice Chancellor Smith distributed and provided an overview of the presentation he would provide to the Board at the next board meeting. He also distributed a document entitled Best Practices in Community College Budgeting. He thanked the members of the District Budget Committee for their feedback, which has been incorporated into the presentation. He stated that there was robust discussion about the budget principle to establish a rainy day fund, which is included in bullet No. 9 to “Establish a $5 million “one-time” District Financial Stabilization Fund.

In reviewing the presentation to be made to the Board, he stated that it would include an economic review and outlook, district property tax overview, state budget proposal for 2015-2016, rainy day fund proposal, employment demographics, review of the 50% law, and a review of the Board budget principles for the Board to discuss and take action. Ms. Hanfling expressed concern about the large 16% reserve the district already has and that the district should use the $3 million one-time district stabilization fund to support student success initiatives at the colleges. The presidents need funds to shore up things that were cut in the past. Chancellor Cepeda answered that the district needs to safeguard the colleges. Also, the presidents need to be more specific about how this money would be spent; and they are not yet ready with that assessment.

7) Problems with Email to Outside Providers

Ms. Barbara Hanfling discussed problems faculty is having with email communications with outside email accounts and students who use those accounts. Students with AOL, Gmail, Comcast etc accounts are not receiving the emails we are sending them. When students do not receive emails we send them, no one from ITSS has communicating with faculty that this is happening. Vice Chancellor Seaberry answered that we are having an issue with district email being blocked due to district users responding to email phishing attacks. He stated that ITSS is working to utilize Office 365 accounts for student communications. This would greatly help us in keeping off those blocked lists. Barbara stated, it would be good if ITSS could send an email when outside email accounts/providers are compromised.

8) District Technology Planning Group

Vice Chancellor Seaberry distributed and reviewed a draft for a proposed District Technology Planning Group. He stated the charge of the group would be to provide advisory guidance for
aligning the District Technology Plan Strategic Initiatives with the District strategic goals and college technology plans. He reviewed the draft composition of the group. Faculty member Phil Crawford stated that the only faculty member listed is the college librarian. Chancellor Cepeda requested that DC members review the document, including the suggested draft composition of the group, and recommend any changes. For a start, she recommended ensuring that some faculty is included in the group. Mr. Yancey stated that it’s important for this group to receive feedback from the people who are using IT.

9) Human Resources

Vice Chancellor Garcia announced that Human Resources is in the process of changing its applicant tracking software for when people are applying for positions. This transition will be taking place between now and July 1. When this change occurs, review of all applications will be done online only. There will be online tutorials to assist district members with this transition. The goal is to streamline the process and make it more effective.

10) Board Policies

Chancellor Cepeda reported that review of Chapter 5: Student Conduct has been going on for a long time. The last revision of AP 5520 Student Discipline Procedures: Violations of Student Conduct was made on April 1, 2014. Vice Presidents Irma Archuleta and Elaine Burns distributed the draft copy of the procedure, which contained yellow highlights of updates made by colleges after the March 20, 2014, District Council Meeting. They also distributed the forms associated with the policy, including the Student Grievance Form and Student Incident Referral Form. DC members requested an email copy of the documents, which Vice President Archuleta agreed to send to Joy Pace for her to forward to DC members after the meeting.

Vice President Archuleta stated it is now time to re-introduce the topic of student conduct. Executive Director Rosalie Ledesma is reviewing the policy to ensure it contains all the recent legislative changes regarding campus safety and sexual assault. Currently, the district does not have associated procedures for these policies. She requested that DC members take the draft to their constituents and provide feedback to VP Burns and herself on/before March 6. These additional edits will be reviewed at the next DC meeting scheduled for March 19. Ms. Hanfling requested that at the March 19 DC meeting, a clean copy of the procedure be provided along with the copy highlighting the edits. Vice President Burns stated the importance of focusing on the Board policies first and then working on the procedure later. Chancellor Cepeda stated that, in the past, the Board has indicated that when they approve a policy, they would like to review the procedure attached to that policy. This item has been sitting around for a long time; and we now need to focus on it, especially due to aligning our policy with recent legislation.

11) Other Items

EVC Academic Senate President Narveson expressed concern about classroom equipment being removed and taken to the warehouse without permission of faculty. He discussed his need to use overhead projectors, which have been removed from his classrooms. He also expressed concern about computer upgrades being made without faculty being trained. Chancellor Cepeda stated that she understood the concerns and that the district does have standards regarding surplus materials. Vice Chancellor Seaberry stated that this is a college issue, but may be addressed by the individual who is under Vice Chancellors Smith’s organization.

The meeting adjourned at 4:55 p.m.
## AGENDA
### DISTRICT COUNCIL MEETING
Chancellor’s Conference Room, #726  
March 19, 2015  
3:00 – 5:00 p.m.

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>PRESENTER/S</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Review of the Agenda</td>
<td>All</td>
<td>5 min</td>
</tr>
<tr>
<td>2. Approval of the February 19, 2015, Meeting Minutes</td>
<td>All</td>
<td>5 min</td>
</tr>
</tbody>
</table>
| 3. District Committee Reports  
  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. Chancellor Search  
  a. RFP Search Consultant  
  b. Forums at DO and colleges | Garcia | 10 min |
| 5. District Email/Office 365 Update | Seaberry | 15 min |
| 6. Student Educational Planning | Hawley | 15 min |
| 7. Inclusion of Bilingual Preferred language on district position announcements | Garcia | 10 min |
| 8. Board Policies  
  a. AP 5520 Student Discipline Procedures: Violations of Student Conduct  
  b. Other | Ledesma/Archuleta/Burns | 20 min |
| 9. Other Items | | 20 min |
1) **Review of the Agenda**

MSCC President McKee requested that an item be added to discuss the location of future DC meetings.

2) **Approval of February 19, 2015, Meeting Minutes**

M/S/C (Narveson/Villa) to approve the meeting minutes as amended by Ms. Hanfling: She requested that item No. 7 was not just about adjunct faculty, but email in general. She will send Ms. Pace a revision of her statement made at the meeting.

3) **District Committee Reports**

District Budget Committee – Executive Director Fitzsimmons reported that the DBC has not met since the last DC meeting. The next meeting is scheduled for Thursday, March 26, 3:00 p.m. at the District Office. Chancellor Cepeda stated that at the last Board meeting, the budget principles were reviewed; and there was a lot of discussion around the use of the one-time funds. Although the Board did approve the principles, they did not approve the amounts that were suggested. It was sent back to the district to discuss how to best disperse those funds. It was agreed that there was a higher need for those funds at the colleges. The presidents would need to provide justification for the use of those funds. This discussion will continue at the next DBC meeting.
March 19, 2015, District Council Meeting Minutes

District Audit Committee – Fiscal Services Director Fitzsimmons announced that next meeting will be held sometime in April. Chancellor Cepeda stated that at the last board meeting, it was announced that the new Board Audit Committee would be comprised of Trustees Nasol (chair) Pham and Nguyen. The Board will take action to approve the committees at the April 14 board meeting.

CBOC – Fiscal Services Director Fitzsimmons announced that the next CBOC meeting is scheduled for Tuesday, April 24, 5:30 p.m. in the Chancellor’s Conference Room, #726.

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.

Benefits Committee – Vice Chancellor Garcia reported that the committee met on February 26 and discussed the impact of the Cadillac tax that will be imposed on the district. We also anticipate that our premiums will go up significantly, especially for Blue Cross. The committee also discussed, per the request of the AFT, life insurance that can be purchased by district employees, which would provide coverage over the $150K limit per employee. Hartford did carve out a nice deal for us, and this information will be mailed to every district employee. We plan to hold a series of forums at the colleges and DO to provide information for district employees about this additional life insurance coverage.

Student Success Committee – Chancellor Cepeda announced that the Board will decide approve the new committee and charge at the April 14 board meeting. Proposed committee members include Trustees Cruz (chair), Lease and Nguyen. Vice Chancellor Hawley will provide the administrative support for this committee. The original charge of the committee has been met; and the committee will now discuss and monitor the implementation of the Board’s student success policy, which was adopted on January 22, 2013, along with the Board’s global ends policies.

Civilty Task Force – Director Ho distributed meeting notes from the March 4 meeting. He reviewed the 12 roundtable discussions for the upcoming PDD meetings scheduled on March 20. He also announced the task force discussed more options regarding the upcoming SCC Office of Human Relations training to be conducted for district members. One option is to provide the training for managers only since they are responsible for resolving most conflicts within their departments. The other option is that the training should be open to all district members. Options for timing of the training include summer, fall or a combination of the two and to have the training over three straight days or three consecutive Fridays. These options require further discussion.

Technology Planning Group – Vice Chancellor Seaberry announced that the first meeting will be held on Monday, April 23, from 3:00—5:00 p.m. He stated that per discussion at the last DC meeting, a faculty member will be added to this group. Mr. Hawkins stated that, if that is the case, a CSEA member needs to be appointed. Chancellor Cepeda answered that oftentimes constituency groups appoint members to various committees, and they don’t attend or participate or know anything about the subject area. This particular planning group needs to be comprised of people with knowledge of the IT area. She requested that any individual that’s included would be able to contribute their knowledge of the many areas that would be discussed. It’s not just about email or other IT problems at the colleges.
4) Chancellor Search

Vice Chancellor Garcia announced that at the last board meeting, the Board approved a process for the Interim and Permanent Chancellor search. We posted the position announcement for the Interim Chancellor last Friday. At the same time, we also issued an RFP to assist with the search for the Permanent Chancellor. Currently, HR is conducting districtwide forums to receive input from district members regarding the values and traits they would like to have in the new Chancellor. The plan is to receive this input from community members at the Chancellor’s Advisory Community breakfast meeting in April. Ms. McKee asked if the screening committee for the permanent and interim positions would be the same. Vice Chancellor Garcia answered no; HR will make two different requests of constituency groups. Ms. Hanfling inquired about the committee composition to choose the search firm. Ms. Garcia answered that the decision is made solely by the Board.

5) District Email/Office 365 Update

Vice Chancellor Seaberry stated that the district has email issues, especially the problem with malware that is a result of people opening attachments. When this happens, it impacts more than just that person’s email. Our emails will then start spamming other people. Often the result is that providers start blocking the emails that we send to students, colleagues and vendors. ITSS has to clean the computers when one of our users gets a virus. Currently, we are still using our old server, and that is also problematic. It’s imperative to get all district members onto Office 365. ITSS is currently working on a timeline for that process. The plan is to address that issue sometime in May and work through the summer, if possible. Part of the issue is that this work must be performed methodically, department by department, so that all department members continue to have access to shared Outlook calendars. Due to staffing issues, ITSS also needs to do no more than 25 users at a time. Chancellor Cepeda inquired how the sequencing will be determined. Dr. Seaberry answered that ITSS is not yet at that level of planning. SJCC Academic Senate President Covarrubias expressed concern about the mailbox size limitations and the inability to open large attachments. Dr. Seaberry answered that moving to Office 365 will fix those issues. Ms. McKee stated her concerns of the impact on Payroll activities, especially the retro-active pay they are currently working on. We need to ensure these upgrades are performed at an appropriate time.

6) Student Educational Planning

Vice Chancellor Hawley presented on the web based student educational planning program. She provided a demonstration of a current student’s program. We have already sent a number of communications to students about their access to this programming and the instruction sheets available to them. EVC Academic Senate President Narveson recommended that Dr. Hawley meet with both Counseling departments for instructions on how to use this program. Dr. Hawley answered that both Counseling departments have been involved with this process from the very beginning.

7) Inclusion of Bilingual Preferred language on district position announcements

Vice Chancellor Garcia discussed the concerns that were recently expressed regarding the inclusion of the phrase “bilingual preferred” in position announcements. That phrase was supported during a discussion at last October’s DC meeting; however, concerns have recently been expressed by district members. These concerns may be due to the inclusion of this phrase on the recent Interim Chancellor position announcement. Therefore, she thought it necessary to bring the discussion back to this group. SJCC President Breland stated that he has heard
concerns that this particular phrase may discourage qualified individuals from applying for positions, especially if they do not speak Spanish or Vietnamese. Having that ability is a plus, but not having that ability should not deter qualified individuals from applying. Mr. Covarrubias stated that the phrase is very clear; that being bilingual is a desirable skill. Ms. McKee stated that this phrase may also indicate that qualified individuals have been discriminated against because they are not bilingual. We need to be sensitive to that issue. Ms. Hanfling restated Mr. Yancey’s concern expressed at last October’s meeting that if someone indicates they have this skill, there needs to be a way to test it. Otherwise, this skill has no true definition. She also expressed concern about the process used to include the phrase in job descriptions; the normal constituency review did not take place. Vice Chancellor Garcia answered that her take away from the DC meeting where this item was discussed was very positive, and she took that as feedback that this was the direction the district should go. Ms. Garcia distributed a sheet containing other possible ways to express this statement, such as: desirable, highly desirable, a plus, and preferred/desirable qualifications. Chancellor Cepeda directed Ms. Garcia to choose some language that would indicate that bilingualism is a desirable characteristic. It’s important, however, that we move forward with this issue.

8) **Board Policies**

Vice President Archuleta reported on the meeting she had, along with Vice President Burns and Ms. Ledesma, with attorney Randy Parent regarding AP 5520 Student Discipline Procedures: Violation of Student Conduct. She distributed a draft that contained the revisions, including those recommended by Mr. Parent. Mr. Parent also recommended removing almost 10 pages from the document. Within the next two weeks and before the April 16 DC meeting, the goal is to receive feedback from constituents so that a final procedure could be approved at the DC meeting. A soft copy of the latest revised version will be sent out to DC members by Ms. Ledesma. Ms. Hanfling expressed concern about the three to four months’ timeline to complete the review process. This is a long time for faculty members who have issues with students. Chancellor Cepeda answered that we need to have enough time to ensure students have due process. When there is an urgent student discipline issue to be addressed, there is another template and process in place. Ms. Garcia expressed concern about the student missing 10 days of classes during this process. Vice President Archuleta stated that we are allowed 10 days by law. Executive Director Ledesma stated that this procedure is in response to SB967 and AB1433 on student safety.

Ms. Ledesma provided a timeline for upcoming review of BP and AP 3540 for DC members:
- March 19 – First quick review of BP and AP 3540
- March 19 through April 15 – constituency members’ review process
- April 16 – thorough review of BP and AP 3540
- May 12 – first reading by BOT
- May 26 – approval by BOT

9) **Location of Future DC Meetings**

Ms. McKee requested that future DC meeting locations be rotated between DO and the campuses. She also requested that meetings at the DO location be scheduled in the first floor conference room. Chancellor Cepeda asked Ms. Pace to poll all DC members to see if this was agreeable.

The meeting adjourned at 5:04 p.m.
# AGENDA
## DISTRICT COUNCIL MEETING
**EVC Mishra Room**  
April 16, 2015  
3:00 – 5:00 p.m.

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>PRESENTER/S</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Review of the Agenda</td>
<td>All</td>
<td>2 min</td>
</tr>
<tr>
<td>2. Approval of the March 19, 2015, Meeting Minutes</td>
<td>All</td>
<td>2 min</td>
</tr>
</tbody>
</table>
| 3. District Committee Reports  
  a. District Budget Committee  
  b. District Audit Committee  
  c. CBOC  
  d. Retirement Board  
  e. Benefits Committee  
  f. Student Success Committee  
  g. Civility Task Force  
  h. Technology Planning Group | Smith/Fitzsimmons/Garcia/Ho/Seaberry | 15 min |
| 4. District Office Signage Design | Gilbane/consultants from ABA and GNU Group | 60 min |
| 5. Update on the Process and Status of the Interim and Permanent Chancellor Search | Garcia | 5 min |
| 7. Board Policies/Administrative Procedures  
  a. Chapter 4 (Academic Affairs)  
  b. BP 5520 (Student Conduct/Discipline Procedures)  
  c. BP & AP 3540 (Sexual and Other Assaults on Campus) | Ledesma/Burns/Archuleta/Cruz | 20 min |
| 8. Options for May 21 DC Meeting at SJCC  
  a. Cancel May meeting  
  b. Reschedule for Wed., May 13, 3-5pm  
  c. Reschedule for Tues. May 19, 3-5pm | All | 4 min |
| 9. Other Items | | TBD |
SJECCD DISTRICT COUNCIL MEETING MINUTES

April 16, 2015
3:00—5:00 p.m.
EVC Mishra Room

Attendees:

Other Attendees:
E. Burns, M. Gonzales (for L. McKee)

Absent:
L. McKee, L. Thorpe, F. Villa, K. Vujjeni

Recorder:
J. Pace

1) Review of the Agenda

No items were added to the meeting agenda.

2) Approval of March 19, 2015, Meeting Minutes

Hearing no requests for revisions or corrections, the meeting minutes were approved by general consent of the District Council.

3) District Committee Reports

District Budget Committee – Executive Director Fitzsimmons reported that the DBC met on Thursday, March 26. The DBC reviewed topics that were presented to the Board at the budget study session in February, including the additional budget principles that were adopted by the Board, information that came through the legislative analysis provided by the State Chancellor’s Office, 3rd quarter budget report, scheduled May revise (May 14), and the tentative budget (to be reviewed in full at the May 21 DBC meeting. The tentative budget for FY15-16 will be submitted to the Board in June. However, we will know more about the state budget in July, and in August we should receive information about the property tax update. This additional information will be provided to the DBC at the August 27 meeting. The adopted budget will be submitted to the Board for approval at the September 8 board meeting. At the March 26 DBC meeting, the discussion continued regarding the allocation of the one-time funds and ongoing resources. The next DBC meeting is scheduled for Thursday, April 30, 3:00 p.m. at SJCC Technology Center, Room T-112.
SJCC Academic Senate President Covarrubias inquired when the colleges would receive the information regarding the allocation of the one-time funds. Vice Chancellor Smith explained his reluctance to provide an exact figure at this time until more information is received regarding the May revise and other budget decisions expected to come this summer. There is a state budget discussion that is communicating that good things are happening. Mr. Smith will be attending a budget workshop in May where he will receive the specifics about the May revise. All indicators so far lead us to believe that what was good in January is getting even better. But the state budget is not due until July, and that’s when we can expect to know for sure. We are also impacted by a projected $1 million increase in health benefits. The Chancellor’s Cabinet recently discussed the priorities for redesign funding of Phase II positions and the $1.6 million available for these positions. The next decision is somewhat of a risk in attempting to determine what the district will receive for one-time funds. Mr. Smith stated he was comfortable that we would receive $1.2 million in one-time funding that we could commit to right now through July 1. That is a safe amount that he is comfortable with releasing. Chancellor Cepeda stated that the college presidents need to have their priorities identified ASAP so that the district could begin its planning. The sum that is available now is $1.6 million for Phase II redesign, and we recently went through that review with the college presidents and Vice Chancellor Coen for the Workforce Institute. The other task for the colleges and Workforce Institute is to determine how to spend the $1.2 million one-time funds that are available now through the end of the fiscal year.

AFT Executive Director Hanfling expressed concern that of the $2.96 million left over, only $1.2 million is being allocated. She recommended that number be increased to allow the colleges to receive $750K each. Mr. Smith answered that he would be receiving more budget information in waves, and the $1.2 million is what he feels sure of right now. He stated that in approximately three to four weeks, he would feel comfortable stepping out with a series of assumptions; but he is not at that place yet. SJCC Academic Senate member Leslie Rice requested the latest draft of the redesign process report. Mr. Covarrubias stated that he is in agreement with Ms. Hanfling’s numbers; and although it always seems to be a roll of the dice, he agrees with her assessment that each college should receive $750K instead of $500K. He also requested the college district develop a funding allocation model. AFT President Yancey stated that if the district is willing to commit the $1.6 million ongoing money, even though we are unsure it is on the table, why is the administration only willing to commit to spending $1.2 million of the one-time money? If you increase the $1.2 million to $1.3 million, it is a sizeable sum. Mr. Smith answered that he made a commitment in February and wants to hold to that commitment. However, we expect this amount will move in a more positive direction. Chancellor Cepeda stated that the $1.6 million and $1.2 million will be used for Phase I redesign spending and one-time money. President Breland stated that the goal is to get money out to the students as soon as possible.

Ms. Hanfling expressed the need for a district budget allocation model so that the colleges don’t have to feel as though they are begging for money. She requested that this discussion be put on the next District Budget Committee agenda. Mr. Covarrubias stated it makes sense to do this based on the timeline required of the colleges and not based on “the sky is falling” mentality. Chancellor Cepeda answered that a budget allocation model doesn’t happen overnight, especially developing one that works in both good times and bad times. The ultimate outcome is based on people knowing what they need and the accountability for those decisions. Ms. Rice inquired about the latest update on the district’s surplus revenue. Mr. Smith answered that it is currently $14 million, which is 15%.
District Audit Committee – Fiscal Services Director Fitzsimmons stated that the goal is to find a time in May for the committee to meet. So far, the first suggested date did not work with the auditors. However, this meeting needs to happen prior to the third week in June.

CBOC – Vice Chancellor Smith announced that the next meeting would be held on June 16 at EVC in the Mishra Room; and the discussion will include a review of the Measure G-2004 and Measure G-2010 bond projects, update on district technology projects, review of financial reports and also to start working on the next annual report.

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.

Benefits Committee – Vice Chancellor Garcia reported that the Benefits Committee has not met since the last DC meeting. She announced that packets would be mailed to all district members regarding the new life insurance benefit. The packet will contain completed information for each employee. Human Resources staff is conducting forums at the District Office and campuses to answer any questions district members may have about this new insurance benefit. Ms. Garcia also reported that the district benefits broker will make a presentation to the Board regarding the increase in the cost of health benefits for FY15-16 and will also provide projections for future costs. Ms. Rice thanked Human Resources for coming to the campuses; it’s fantastic they are doing this for employees at the colleges.

Student Success Committee – Chancellor Cepeda announced this committee has not met. However, the Board has determined this committee would be ad hoc. Trustees Mayra Cruz (chair), Jeff Lease and Huong Nguyen are the newly appointed committee members.

Civility Task Force – Director Ho distributed meeting notes from the March 20, 2015, PDD Civility Roundtable Discussions at SJCC and EVC. The roundtable sessions discussed several questions, which were created and conducted by members of the SJECCD Civility Task Force. Some of the questions included: What is the responsibility of an individual in the shared public sphere? How is this related to integrity? What is the best mechanism for discussion about civility and civil discourse in our district? How can all constituencies, including those at the highest level, be included? How can we incorporate a sense of respect and value for all staff, each of whom is vital to the overall mission of the district? The notes Mr. Ho distributed contained the comments made by attendees at the roundtable discussions.

District Technology Planning Group – Vice Chancellor Seaberry announced that the first meeting will be held on Monday, April 23, from 3:00—5:00 p.m. He distributed an updated document containing the charge, charter and composition of the planning group. As the meetings were initially scheduled occur at the 4th Thursday of the month from 3:00—5:00 p.m. he will work with that group to find another available time due to the conflict with the District Budget Committee, which is held on the 4th Thursday of the month.

4) District Office Signage Design

Chancellor Cepeda stated that when the Board made the decision to move the District Office to the downtown San Jose location, one of the major features was the ability to interact with local legislators, non-profit organizations and potential students. However, their objective was to create a distinct “educational institution” presence which reflects both colleges. That begins with the process of building signage. In an effort to ensure a collaborative process and receive input
from the district’s constituency representatives, the Chancellor had requested the consultants meet with the District Council and review some proposed suggestions for building signage.

Mr. Tom Donnelly, Principal, GNU Marketing Group, and Ms. Kendra Schachterle, Senior Program Manager, GNU, provided a process review, including a calendar of the programmatic and schematic design meeting dates, an overview of signage ordinances, signage types and considerations, such as static, symbolic and interactive signage and locations for signage, and key design drivers, such as district mission, vision and core values. The presentation concluded with a review of the next proposed meeting dates. It was noted that the Board of Trustees would receive a study session at the May 12, 2015, board meeting.

Chancellor Cepeda stated that the district office for Los Angeles Community College District is located in downtown Los Angeles, and they have a Rosa Parks memorial. We could think in terms of a similar memorial. It also would be nice to include artwork from students, staff and faculty. EVC Academic Senate President Narveson thought we might want to take advantage of the columns at the base of the building by adding pictures of the two campuses. We could also consider including architectural elements from the different cultures represented by the district. Executive Director Peter Fitzsimmons stated we have the ability due to the large amount of foot traffic to utilize a message board that displays the events taking place on the campuses and also information to encourage enrollment of new students. MSCC Vice President Gonzales agreed with the Chancellor that student art should be included in the building; perhaps located on the outside of the building. SJCC Academic Senate President Covarrubias stated the importance of including a web address to any informational display at the building. SJCC Academic Senate member Leslie Rice insisted that the focus be on students. She also stated her preference for signage that is extremely conservative and minimal. She wants district money to go to the support of students and not on elaborate displays. The place where we need more visibility is on the campuses; we need to find ways to bring people onto the campuses.

Mr. Donnelly thanked District Council members for their ideas and suggestions, which would be incorporated into the presentation made to the Board of Trustees.

5) Update on the Process and Status of the Interim and Permanent Chancellor Search

Vice Chancellor Garcia reported that the Interim Chancellor position closed on April 12, and we do have a pool of candidates who are interested in the position. The presidents and vice chancellors have provided the first screening, and the Board Chancellor Search committee will conduct interviews on Saturday, May 9, from 8:00 a.m. to 1:00 p.m. The RFP for the permanent Chancellor search closed the evening of April 15, and six proposals were received. The Board Chancellor Search committee will review those proposals and conduct interviews. They will make their recommendation to the full Board at the April 28 board meeting. Ms. Garcia thanked all the constituents who participated in the forums as their feedback is helpful in developing a profile for what the district would like to see in the new Chancellor.

6) Legislative Update (2015 Advocacy Plan)

Executive Director Rosalie Ledesma distributed a copy of the Legislative Advocacy Plan 2015, which contains the legislative strategy and priority bills for advocacy. The Board Legislative Committee was determined by the Board to be a standing committee subject to the Brown Act. Trustee Wendy Ho, is Chair and Trustees Mayra Cruz and Huong Nguyen are members of the committee. Ms. Ledesma also provided an update of the visit with Senator Beall that included a discussion on the development of the 27 acres adjacent to EVC.
7) **Board Policies/Administrative Procedures**

Executive Director Ledesma distributed and reviewed drafts of Chapter 4 Academic Affairs policy and related procedures. She stated this would be a first reading for the DC to distribute to their constituents for review. Both of these documents would be placed in the Outlook public folder under District Council to enable easy access. Ms. Ledesma will also distribute to DC members via email. Mr. Covarrubias stated that he already forwarded this chapter to senate members for a first reading. They will need some time to review and make proper recommendations to discuss during the following senate meeting. Ms. Ledesma requested that DC members come back to the May meeting and provide any feedback received by constituents.

SJCC Vice President Burns distributed an updated version of AP 5520 Student Discipline Procedures: Violations of Student Conduct. This version is not as long due to the edits suggested by legal counsel Randy Parent. Vice Chancellor Garcia stated that one job title included doesn’t exist at EVC, and that would need to be indicated on the procedure. Chancellor Cepeda requested that Ms. Garcia offer her best recommendation on how to address that issue.

Ms. Ledesma distributed draft copies of BP 3540 Sexual and Other Assaults on Campus and the associated administrative procedure. We have a deadline of July 31 to have a policy in place, and a delay may impact our students’ ability to access financial aid. However, if we have this policy in the queue, we would be compliant with the deadline.

Chancellor Cepeda stated that all these policies would be put on the May DC meeting agenda. Chapter 4 is the third priority for review. Mr. Narveson requested an email link be sent for all three policies for review.

8) **Options for May 21 DC Meeting at SJCC**

Chancellor Cepeda announced the importance of rescheduling the May 21 DC meeting due to the commencement ceremony and activities at EVC. Three options were provided, and the DC agreed to reschedule the meeting to Wednesday, May 13, 3:00—5:00 p.m. at an SJCC location to be determined at a later date.

The meeting adjourned at 5:12 p.m.
<table>
<thead>
<tr>
<th>TOPIC</th>
<th>PRESENTER/S</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Review of the Agenda</td>
<td>All</td>
<td>5 min</td>
</tr>
<tr>
<td>2. Approval of the April 16, 2015, Meeting Minutes</td>
<td>All</td>
<td>5 min</td>
</tr>
<tr>
<td>3. District Committee Reports</td>
<td>Smith/Fitzsimmons/Garcia/Ho/Seaberry</td>
<td>20 min</td>
</tr>
<tr>
<td>a. District Budget Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. District Audit Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. CBOC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Retirement Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Benefits Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Student Success Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Civility Task Force</td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. Technology Planning Group</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Board Policies/Administrative Procedures</td>
<td>Ledesma/Burns/Cruz</td>
<td>40 min</td>
</tr>
<tr>
<td>a. Chapter 4 (Academic Affairs)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. BP 5520 (Student Conduct/Discipline Procedures)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. BP &amp; AP 3540 (Sexual and Other Assaults on Campus)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Other Items</td>
<td></td>
<td>50 min</td>
</tr>
</tbody>
</table>
SJECDD DISTRICT COUNCIL MEETING MINUTES

May 13, 2015
3:00—5:00 p.m.
SJCC Room T-112

Attendees:

Other Attendees:
E. Burns, O. Cruz

Absent:
J. Covarrubias, S. Graham, T. Hawley, L. McKee, E. Narveson, L. Rice, B. Seaberry, J. Thompson, F. Villa

Recorder:
J. Pace

1) Review of the Agenda

Commencement was added as item No. 5.

2) Approval of April 16, 2015, Meeting Minutes

Ms. Barbara Hanfling requested that the District Budget Committee section be broken up into a few paragraphs. Hearing no requests for further revisions or corrections, the meeting minutes were approved by general consent of the District Council.

3) District Committee Reports

District Budget Committee – Vice Chancellor Smith announced the next DBC meeting is scheduled for Thursday, May 23, at the District Office. The Governor’s May revise is expected to come out later this week. All indicators are that there is a lot of money coming from property taxes. The DBC will review what’s coming in and what we can anticipate participating in as a basic aid district. We will focus on the tentative budget for the year ahead. Chancellor Cepeda stated that a statement was made about compliance and accountability, especially at the DO location. She requested that Vice Chancellor Smith ensure these issues are addressed at this meeting. Mr. Yancey stated that he had heard the same statement, and that statement was made by an individual at the campus who supports the development of a budget allocation model. The DC had this discussion before, and the bottom fell out; but we still need to determine what kind of model we would like to have. Mr. Hawkins stated that this individual feels that the colleges have to justify every dollar that’s spent, but that’s not the case with the District
Office. The process does happen at the DO, but it happens in a different way. It seems as if it happens at the DO through the Chancellor's cabinet meetings. Mr. Hawkins stated that he heard this comment more as a frustration and not as an accusation. President Breland stated that those voices represent a lot of frustration. We hear from the ASG that there is a different process at the DO, and the college has a discretionary fund that we have to negotiate for; this feels different from what happens at the DO. Ms. Hanfling reflected on the last DC meeting, and the minutes do reflect that perception with regards to the one-time money that's available to the district. When we hear about the May revise tomorrow, the DO does hold onto that available money, which the colleges don't get use right away. Mr. Hawkins stated that although this may be the perception, the District Office is actually struggling to get adequate supplies. We just go through our situation in a different manner. Vice Chancellor Smith answered that this is a perfect example of the pressure point. There are departmental pressure points. Mr. Smith will take responsibility for the hold on the discussions regarding a budget allocation model. And certain things came to light after the Board's budget study session in February, such as the drastic increases of the district's medical plans.

District Audit Committee – Fiscal Services Director Fitzsimmons announced that the Board committee and auditors will meet in June to determine the scope of the annual audit for the district. In December, the Board will meet with the auditors once again to receive the findings of the audit. Since this is a standing meeting of the Board, the agenda will be posted and circulated according to the Brown Act.

CBOC – Vice Chancellor Smith announced that the next meeting would be held on June 16 at EVC in the Mishra Room from 5:30—7:00 p.m.; The discussion will include a review of the Measure G-2004 and Measure G-2010 bond projects, update on district technology projects, review of financial reports and also the beginning work on the next annual report. There will also be a short tour of the campus's current construction bond projects.

Retirement Board – Fiscal Services Director Fitzsimmons reported that the RB met on April 30, 2015, at San José City College. The Board discussed the upcoming actuarial report. We also reviewed the 2015/16 health and welfare rates and the impacts on the OPEB trusts. The Cadillac tax will not impact people 65 years old or above. The trust has a short-term account that has some strategies for a targeted rate of return, and a long-term account that has a higher targeted rate of return. Mr. Yancey reported that the fund is 118%, which means we are paying the bills out of the interest we are earning, which is a great thing. Mr. Fitzsimmons announced that the next RB meeting is scheduled for October 8, 1:00 p.m. at the EVC Mishra Room.

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

Student Success Committee – Chancellor Cepeda announced this ad hoc committee still has not met. The Board has changed the charge of the committee from the development of a student success policy to monitoring the metrics that were established in that policy. The committee is currently comprised of Trustees Mayra Cruz (chair), Jeff Lease and Huong Nguyen.

Civility Task Force – Director Ho distributed meeting notes from the May 6, 2015, meeting, which included a review of the roundtable discussions for Fall 2015 PDD and a review of ongoing efforts and prioritized tasks.

District Technology Planning Group – Chancellor Cepeda reported that Vice Chancellor Seaberry did convene the first meeting of the group. The group discussed IT issues and
priorities and the schedule for the Office 365 roll out to the campuses. Dr. Seaberry provided an update on the ITSS Bits newsletter.

4) Board Policies/Administrative Procedures

Executive Director Rosalie Ledesma distributed and reviewed AP 5520, BP 3540 and AP 3540. She reported that these drafts were not changed from the versions she emailed to DC members and posted in the Outlook shared folders. Ms. Ledesma reported that AP 5520 has been under review since last year. Chancellor Cepeda stated that DC members were given plenty of time to review with their constituents.

Mr. Hawkins recommended that on Page 4 under Hearing Panel, the CSEA has been able to have a representative at the hearing panel but that is crossed off in this draft. He asked that “Classified Staff Member” be added to the first two paragraphs in that section. Vice President Burns agreed that she would like to see the CSEA added and didn’t understand why the attorney recommended removing that group from the panel. Chancellor Cepeda answered that she understood why the union would be removed, but she would also like to see “Classified Staff member” added. Vice Chancellor Garcia stated the document needs to reflect that the Director of Student Life position is different at EVC. Both positions from both campuses must be included in this listing.

Ms. Ledesma reviewed AP 3540 Sexual and Other Assaul

Ms. Ledesma inquired if there was any feedback from constituents on Chapter 4. Ms. Hanfling expressed concern regarding the Academic Calendar and how the wording proposed by the CCLC as this is a negotiations issue. She also expressed concern about the language under Articulation where it states that the CEO establishes the procedures that assure appropriate articulation of the district’s education program. Our district policy states that this is the role of the Academic Senate. Ms. Ledesma answered that the law has changed since 2007, and it is important for us to look at the CCLC language in making recommendations for that policy. Mr. Yancey inquired if the CCLC could make a list of the language which reflects changes in the law versus their own recommendations. Chancellor Cepeda requested Ms. Ledesma look into that matter as it seems we don’t want to change our policy language unless the law requires we do so. It’s important for us to receive a differentiation between the mandated and recommended language of the policy language used by the CCLC.

Vice Chancellor Garcia reported that the hiring procedures are almost completed. The committee will bring this document to the first DC meeting in the Fall.

5) Commencement

President Breland announced that SJCC will be giving out 250 degrees and certificates this year, which is 25% more than last year. The ceremony will be held on Friday, May 22, at 6:00 p.m. The college is very excited to have its own alumni, Mr. Lou Evans, as the commencement speaker.
President Yong announced that EVC’s graduation will be held on Thursday, May 21, at the newly renovated soccer stadium. The bleachers can accommodate 900 people, and the college is renting additional chairs as well as a sound system. The college anticipates some protestors regarding the 27 acres, and we’re looking for a space to accommodate them. We are still confirming the guest speaker; looking to get Louis Valdez.

The meeting adjourned at 4:58 p.m.
## AGENDA
### DISTRICT COUNCIL MEETING
District Office, CR-112  
September 17, 2015  
3:00 – 5:00 p.m.

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>PRESENTER/S</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Review of the Agenda</td>
<td>All</td>
<td>5 min</td>
</tr>
<tr>
<td>2. Approval of the May 13, 2015, Meeting Minutes</td>
<td>All</td>
<td>5 min</td>
</tr>
<tr>
<td>3. Chancellor Search Update</td>
<td>Garcia</td>
<td>15 min</td>
</tr>
<tr>
<td>4. Review &amp; Discussion on the draft Hiring Procedures Manual</td>
<td>Garcia</td>
<td>20 min</td>
</tr>
<tr>
<td>5. Policy &amp; Procedures Update Project – Contract with CCLC</td>
<td>Hendrickson/Ledesma</td>
<td>10 min</td>
</tr>
<tr>
<td>6. Student Success Scorecard report</td>
<td>Hawley</td>
<td>20 min</td>
</tr>
</tbody>
</table>
| 7. Legislation  
a. Open Board Legislative Committee, 9/22, 5:00-6:30, DO 7th floor  
b. End of session review of bills  
c. Diversity Tech Summit | Ledesma | 10 min |
| 8. Board Policies  
a. Accreditation Timeline & contract assistance  
b. Chapter 4 Policies & Procedures – 2nd review  
c. Chapter 5 Policies & Procedures – 1st review  
d. BP 2510.1 Academic Senate requested – to be reviewed by consultant | Ledesma | 15 min |
| 9. District Committee Reports  
a. District Budget Committee  
b. District Audit Committee  
c. CBOC  
d. Retirement Board  
e. Benefits Committee  
f. Student Success Committee  
g. Civility Task Force  
h. Technology Planning Group | Smith/Fitzsimmons/Garcia/Ho/Seaberry | 15 min |
| 10. Other Items | | 5 min |
SJECCD DISTRICT COUNCIL MEETING MINUTES

September 17, 2015
3:00—5:00 p.m.
District Office – CR-112

Attendees:

Other Attendees:
S. Solorzano

Absent:
C. Coen, S. Graham, B. Hanfling, J. Pallin, L. Rice, B. Seaberry, J. Thompson, D. Yancey

Recorder:
J. Pace

1) Review of the Agenda

The agenda was approved as submitted.

2) Approval of May 13, 2015, Meeting Minutes

Hearing no requests for revisions or corrections, the meeting minutes were approved by general consent of the District Council.

3) Chancellor Search Update

Vice Chancellor Garcia reported that there were 40 candidates for review by the screening committee, and they will meet to determine whom they will interview. The scheduled meeting for the committee to interview the selected candidates is Saturday, October 24; and the final selection of candidates will be forwarded to the Board. The Board has scheduled Saturday, November 14, for its interviews with the finalists. The plan is for forums to be held at the colleges and District Office from November 2 through November 12. Each candidate will have one day for the forums and interviews with the various constituency representatives. Interim Chancellor Hendrickson stated that the understanding is that the committee would provide the Board with three to five finalists for interviews.

Vice Chancellor Garcia stated that the plan is to be able to hire the new Chancellor at the December 8 board meeting. If that can’t happen at that time, the Board may need to hold a special meeting for the hiring, with the expectation that the new Chancellor can start some time in mid January. We also hope there can be some overlap between Interim Chancellor Hendrickson and the new Chancellor which would allow for a smooth transition.
4) Review and Discussion on the draft Hiring Procedures Manual

Vice Chancellor Garcia distributed and reviewed the SJECCD draft Hiring Procedures document. She stated that these procedures were worked on by a team of individuals from the AFT, CSEA and MSCC groups as well as the Academic Senates from both colleges. The group also addressed issues of how the district hires interim faculty and administrators. The appendixes address the process for hiring one-year replacements and adjunct faculty. Also, the Board hiring procedures that had to do with recruitment and hiring was not clear. The hope is that as these procedures are distributed today, DC members would bring back to their constituency groups for a review. The plan is to allow a two-month review timeframe, and we will discuss the comments and requested revisions of the constituency group at the November 19 DC meeting. Those comments and proposed revisions will then be submitted to our consultant for review. In February the plan will be submitted to the Chancellor for review and approval. The Board will not approve the procedures, but BP 7120 would be submitted to the Board for approval.

Interim Chancellor Hendrickson requested that DC members make note that they will have a two-month period to review the hiring procedures and provide feedback to Vice Chancellor Garcia.

5) Student Success Scorecard Report

Interim Vice Chancellor Hawley distributed and reviewed a scaled down version of the Student Success Scorecard she presented to the Board at the September 8 meeting. She provided an overview of the cohort and the breakouts for analysis, the scorecard framework, the basic skills progress, 30-unit completion, persistence rates, student progress and achievement (SPAR), career & technical completion, and the results by college. She also reviewed the selected results by ethnicity, but she did not have enough time to review the implications and interventions that were reported to the Board. Of particular note, Dr. Hawley stated that both colleges need improvement in the area of Basic Skills Math, although SJCC is showing more improvement. Dr. Hawley also reviewed the length of time for Basic Skills progression, underprepared students are persisting but not completing, and prepared students are not persisting. We are showing some improvement in Basic Skills completion, and the Five Year Improvement category shows positive impact of support programs. We are also doing very well in CTE.

President Breland inquired when the scorecard data for 2014-15 would be made available. Dr. Hawley answered that in March this data would be sent to the college presidents. However, the district does receive a draft report in November. Academic Senate member Crawford stated that the CTE program has a lot of certificates and that may not translate for the need of faculty to teach Basic Skills courses. We need to hire more faculty to teach Basic Skills. MSCC President McKee answered that we do hire faculty to teach ESL, but when those faculty become tenured, they state they don’t want to do this anymore. EVC Academic Senate President Narveson stated that CTE certificates do not necessarily evolve into a degree because students could pile on getting certificates without taking any general education courses. EVC President Yong added that many students tell us from the beginning they are not interested in a degree; but they want to take a few courses from us and then transfer to a four-year institution. CSEA representative Hawkins stated that our district has its own definition of student success because of the nature of our students.

Dr. Hawley provided a demonstration of how to access the California Community College Chancellor’s Office scorecard information, and in Data Mart a person could also access the student success scorecard matrix.
6) Legislation

Executive Director Ledesma announced that the next Board Legislative Committee meeting is scheduled for Tuesday, September 22, 5:00—6:30 p.m. in the DO 7th floor conference room. The agenda is now available and all are invited to attend this Brown Act meeting. She also distributed the recent Board approved legislative agenda and showed DC members how to access the link for information about proposed legislation in the Chancellor section of the district website. In this site, it is possible to check on links that would provide the entire bill that is being proposed and what the status is of the bill. Ms. Ledesma also announced that information about the Diversity Tech Summit would be provided at the Board’s student success meeting.

7) Board Policies

Interim Chancellor Hendrickson informed DC members that the district is in danger because the existing policy manual is not current and needs to be brought up to date; and this even includes policies that have just been reviewed and approved by the Board. Therefore, he has approved a $35,000 contract with the Community College League of California for consultant Dr. Jane Wright to work with Executive Director Ledesma for the review and editing of all district policies and procedures to ensure they are compliant with accreditation standards and state and federal regulations. This work will include all the policies currently listed on the district website as well as those currently being reviewed by constituency groups. He stated he would like to see this work completed before his contract with the district ends in mid January.

Executive Director Ledesma stated that we told the Accreditation team that we would review 20% of our policies annually. The work that Dr. Wright will be doing with us would not interfere with the ongoing review process established by the Board.

Ms. Ledesma reported that Chapter 4, which has now been presented to the DC members for the third time, is currently posted in Outlook and contains the latest edits proposed by constituency groups. Mr. Hawkins stated that he also sent via email since most district members have been update to Sharepoint and there is no size restriction for what can be sent via email. SJCC Academic Senate Covarrubias inquired about the process used if some of the recommended edits include curriculum issues. BP 4100 deals with AA and AS degree requirements, and the senates have criteria they have established that would impact this policy. Ms. Ledesma stated that ample time would be provided for the Academic Senates to review. Chapter 5 is being presented to DC members for the first time today, and it is expected that the Academic Senate would present this chapter at its next meeting for review and feedback. Those comments received will be discussed at the next DC meeting. Interim Chancellor Hendrickson reminded DC members of the need to be careful when using local language as these additions may not always be legally compliant.

Ms. Ledesma announced that Chapter 5 is also well underway, and she thanked EVC and SJCC staff for their input. We used the CCLCs P&P template, and changes were made to certain policies due to the Student Success Act and changes in the accreditation standards. Mr. Crawford inquired if it would be possible to hyperlink the procedures to the policies. Mr. Hendrickson said he would like to give that some thought. Ms. Ledesma stated that Chapter 5 will be brought back to the next DC meeting to discuss recommended edits. Mr. Hendrickson stated that Dr. Wright will also include this chapter in her review process. Ms. Ledesma distributed BP 2510.1 Academic Senate, and announced that she had received a request from both Academic Senates to revise this policy at add “District” Senate. She noted that an administrative procedure is not required for this policy. She stated that BP 2510 includes a reference to students and staff, and our consultant would need to review it because of that
impact. Vice Chancellor Garcia stated that this policy revision has implications in terms of constituency group representation and governance at the district. MSCC President McKee inquired why there is a need for a districtwide Senate. Mr. Covarrubias answered that the main purpose would be to address curriculum and approval of equivalencies. This would enable us to avoid duplication at the colleges. Ms. McKee, on behalf of MSC, and Mr. Hawkins, on behalf of CSEA, expressed concern about the Academic Senates having another seat at the Board table and at other district meetings, such as District Council and District Budget Committee. Mr. Crawford stated that there would be a need to add a seat at the Board table so that the District Senate member could report to the Board on district concerns. After much discussion and debate, President Breland proposed that the Academic Senates could decide which Academic Senate member would sit at the Board table; i.e., that if the District Senate representative had a report to the Board, one of the Senate members could give up their seat. Mr. Hawkins stated that he would like to see a preamble to the District Senate bylaws that would indicate that this new senate would not be additive in district representation. Mr. Hendrickson proposed the following language to be added to the bylaws: The District Academic Senate shall not be represented on any participatory governance or operational committee unless one or both college academic senates act to give up one or more representatives to the District Academic Senate. Academic Senate presidents Covarrubias and Narveson agreed to this proposal.

8) District Committee Reports

District Budget Committee – Vice Chancellor Smith reported the DBC met on August 20 and reviewed the adopted budget.

District Audit Committee – Vice Chancellor Smith stated the DAC met in May to discuss how the audit would be conducted and will meet in late November or early December to review with the committee the results of the audit.

CBOC – Vice Chancellor Smith announced that the next meeting would be held on Tuesday, September 29, 5:00 p.m. at SJCC.

Retirement Board – Fiscal Services Director Fitzsimmons announced that the next RB meeting is scheduled for October 8, 1:00 p.m. at the EVC Mishra Room.

Benefits Committee – Vice Chancellor Garcia reported that the Benefits Committee will meet in the Fall, probably sometime in October.

Student Success Committee – Vice Chancellor Hawley announced that the committee, comprised of Trustees Mayra Cruz (chair), Jeff Lease and Huong Nguyen, has not yet determined when they would meet.

Civility Task Force – Director Ho distributed and reviewed the September 16 meeting agenda, notes concerning the completed tasks for 2014-15, and a summary of the civility survey results. He thanked Interim Chancellor Hendrickson for attending the meeting.

District Technology Planning Group – Vice Chancellor Seaberry reported on the first meeting of the group and distributed a list of projects being worked on at the district and college levels.

The meeting adjourned at 5:11 p.m.
<table>
<thead>
<tr>
<th>TOPIC</th>
<th>PRESENTER/S</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Review of the Agenda</td>
<td>All</td>
<td>5 min</td>
</tr>
<tr>
<td>2. Approval of the September 17, 2015, Meeting Minutes</td>
<td>All</td>
<td>5 min</td>
</tr>
<tr>
<td>3. Board Policies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Chapter 5 – Student Services - 2\textsuperscript{nd} Review</td>
<td>Ledesma/Wright</td>
<td>90 min</td>
</tr>
<tr>
<td>b. CCLC Consultant, Dr. Jane Wright, to provide an overview of her policy review work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. District Committee Reports</td>
<td>Smith/Fitzsimmons/Garcia/Ho/Seaberry</td>
<td>10 min</td>
</tr>
<tr>
<td>a. District Budget Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. District Audit Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. CBOC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Retirement Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Benefits Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Student Success Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Civility Task Force</td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. Technology Planning Group</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. District Academic Senate</td>
<td>Hendrickson</td>
<td>5 min</td>
</tr>
<tr>
<td>6. Other Items</td>
<td></td>
<td>5 min</td>
</tr>
</tbody>
</table>
SJCCCD DISTRICT COUNCIL MEETING MINUTES

October 19, 2015
3:00—5:00 p.m.
EVC – Gullo II

Attendees:

Other Attendees:
L. Kafenda

Absent:
A. Azevedo, C. Coen, S. Graham, M. Gonzales, D. Hawkins, R. Ledesma, K. Vujjeni,

Recoder:
J. Pace

1) Review of the Agenda

The agenda was approved as amended. The following two items were added for discussion: District Hiring Procedures and Letters sent out to faculty and students regarding outstanding fees.

2) Approval of September 17, 2015, Meeting Minutes

Hearing no requests for revisions or corrections, the meeting minutes were approved by general consent of the District Council.

3) Board Policies

Dr. Jane Wright, CCLC Consultant, introduced herself to DC members and explained the purpose of her contract with the district in updating the policies and procedures to ensure they are legally compliant and in good form for the accreditation site visit next year. She stated her role was to do the heavy lifting in the initial review of all our policies. She provided an overview of her career and the work she has done with the P&P Service at the Community College League of California. This service is over 15 years old and 70 of 72 community college districts are participating in this service. As part of this service, membership districts receive twice a year policy updates, which include changes in legislation, Title V and Board of Governors. The CCLC keeps up with the required updates and sends those to its members. In June 2014, the accreditation standards have been updated; and there was a need to see how that impacted current board policies. We were required to make approximately 20-30 changes to the policy templates. Each district is different, and most of those distinctions are reflected in the administrative procedures. Dr. Wright recommended revising the district’s policies using the minimum language required by law. The League service provides 166 board policy templates,
which are broad, holistic statements systemically written. She stated that, when in doubt, it is important to use the language determined by law. There is always a temptation to change that language to make it more lucid and readable. But with wording changes, it is possible to actually change the meaning of the law. Board policy and procedures language should be beneficial in protecting the district from potential litigation. Therefore, it’s important not to alter the language that is legally required without the review of the district’s legal counsel. The Board also has to take action to rescind old board policy language before they approve new language.

Dr. Wright reviewed the SJECCD Policies/Procedures in Numerical Order with Accreditation Standard Section References and the Policies/Procedures Divided by Accreditation Standard Section. She stated the importance of including a glossary of terms, especially since there are different titles used at both colleges. It is also important to have clean information available on the district’s website. She recommended changing the board policy review cycle to coincide with the accreditation cycle. The CEO has charged Executive Director Rosalie Ledesma with coordinating, tracking and organizing this cycle.

Dr. Wright also provided information on what to include in the administrative procedures, i.e. it’s not necessary to include everything but can refer to the collective bargaining agreements, employee handbooks, etc. Mr. David Yancey, AFT President, stated the importance of considering the philosophy and culture that is reflected in the administrative procedures. To skip over that would be detrimental to this district. It is that language that helps people to understand our values. We want our culture reflected in our policies and procedures. Dr. Wright answered that on the administrative procedures, this culture would be reflected as you refer to the various agreements with the district. SJCC Academic Senate President Covarrubias stated the district’s mission of social justice is one of our philosophies that’s important to include in our policies and procedures, and it’s important to include how we would represent and measure that and how the various groups would go about it in a different manner. Dr. Wright stated that the policy regarding the district’s mission and vision would be a good place to address these points. Academic Senate member Phil Crawford expressed concern about the lack of inclusion of students at meetings where these policies are reviewed, especially since many of them concern students. He would be happy to write a list of these issues and circulate it so that we could schedule meetings with students to provide this information. One area that’s critical for student review is the student discipline procedures.

Dr. Wright distributed and reviewed the Draft Board Policy & Administrative Procedure timeline. Vice Chancellor Garcia expressed concern that the review cycle for chapters 7 and 3 are so close together. She recommended calendaring a time for review of Chapter 7 before the holidays, and Chapter 3 could be reviewed after the holidays. Interim Chancellor Hendrickson stated the desire to develop a review process where people feel comfortable with the work that needs to be done, but we also want something in place for accreditation. We could leave Chapter 7 for later, although we would need to discuss this with the accreditation liaison officers to see if that works for them. EVC President Yong stated that Chapter 4 is slated for review in early January 2016. The DC will review this at its February meeting. AFT Executive Director Barbara Hanfling expressed concern about the huge amount of work required by the constituency groups. She also didn’t understand the urgent need as some of these policies have gone through the review process over the last couple of years. And, based on the draft review timeline, we are looking at a one-month turn around. She expressed concern about why the district needs to take on all of these chapters from November to April. Mr. Hendrickson answered that the work will be done through January to sift through what we have. We will most likely find that only a few policy documents for each chapter will require some changes. Ms. Hanfling stated that there are many changes in Chapter 4, and it may be problematic to take these to the Board for approval in March/April. Mr. Hendrickson answered that we could go back to the Board at a later date if the constituency review indicates changes need to be made.
fact, we could go back to the Board on an ongoing basis. The Accreditation 2010 report indicates we should be reviewing and completing these policies before the next accreditation cycle. And at some point we need to have the policy book completed. We need to have everything updated as evidence. Mr. Yancey recommended revising the timeline for review of Chapter 4 since this chapter may take a longer time for constituency review. Mr. Hendrickson expressed concern that the district policies have not kept up with legal changes, and these updates should be made right away. He stated that Dr. Wright will also attend the November 19 DC meeting and will introduce and provide her recommendations for Chapters 1 and 2. Mr. Yancey said that Chapters 1 and 2 are for Board operations and DC direct participation is not necessary. Mr. Hendrickson stated that these chapters will be presented to the DC as information since Chapters 1 and 2 remain under the purview of the Board. Mr. Hendrickson will work with the Board President to develop a process for the Board to review and approve these chapters. Mr. Hendrickson requested that Mr. Crawford email him the changes he would like to see made in Chapter 5. He also suggested that the colleges send someone to the Associated Students Government to review this chapter. Mr. Crawford stated he would cc the ASG on the email so they could respond and discuss their concerns.

4) District Committee Reports

District Budget Committee – Vice Chancellor Smith announced that the next DBC meeting is scheduled for October 29 at 3:00—5:00 p.m. in the EVC Mishra Room. The primary agenda item will include a review of the 1st quarter budget report.

District Audit Committee – Vice Chancellor Smith reported that the audit has been completed, and the next DAC is scheduled for December 14.

CBOC – Vice Chancellor Smith reported that at the meeting on Tuesday, September 29, the CBOC did a review of all the projects. The next meeting is scheduled for December 15, from 5:00—7:00 p.m. in the EVC Mishra Room. Prior to the meeting, at 4:30 p.m., the CBOC will take a tour of the campus.

Retirement Board – Fiscal Services Director Fitzsimmons reported that the RB met on October 8, and at that meeting he was re-elected as chair. The committee reviewed the June 30 actuarial report. The fund is at 119% funding, which is $7.5 million overfunded. A full report can be viewed via the RB website.

Benefits Committee – Vice Chancellor Garcia announced that the Benefits Committee will meet on November 5.

Student Success Committee – Vice Chancellor Hawley announced the committee still has not yet determined when they would meet.

Civility Task Force – Director Ho distributed and reviewed notes from the October 8 meeting. He thanked Interim Chancellor Hendrickson for attending the meeting. In the Spring, Vice Chancellor Hawley will conduct a district survey on the climate of the workplace. The next meeting is scheduled for November 12 at SJCC.

District Technology Planning Group – Vice Chancellor Seaberry reported that the group met on October 8 and reviewed the technology projects that are occurring districtwide. The group is working on the alignment of the district’s technology plan with the technology plans at the colleges.
5) **District Academic Senate**

Interim Chancellor Hendrickson reported that the District Academic Senate item would be included in the October 27 Governing Board Meeting agenda. Based on the discussion at the last DC meeting, a sentence has been added to the policy to ensure that the academic senate would not have increased representation at committees or other groups as a result of this newly established senate.

6) **Other Items**

Ms. Hanfling expressed concern about the collection letter sent out by the district to both students and faculty for uncollected fees. Many of these letters threaten to report the recipients to the Franchise Tax Board for amounts as little as $10, although they had never received a prior letter informing them of what they owed. She also expressed concern that we are a district that is trying to build a Foundation and will need to receive support from faculty and students. This is creating ill will, and there will need to be some mending of fences due to the impact of this letter. Vice Chancellor Smith answered that this letter was a standardized letter that is sent out every year. We had followed the COTOP template letter, but they do allow us to soften the language. We will need to work on a strategy to develop a more agreeable letter. What happened this year, however, is that a staff member made the decision to change our practice, which is to send this letter out to those who owed $20 and below. This year, the letter was sent to those who owed over $10. Fiscal Services Director Fitzsimmons reported that he has a meeting scheduled this Thursday with campus financial officers to review this issue. We should be able to put a better process in place. Some of the recipients of the letters have a BOG in place, and that is something that should be managed at the campus level. Mr. Covarrubias stated that SJCC does not have adequate staff in its financial aid office to look at the list of names. President Breland stated that the college was caught off guard this year, and the process didn’t work as well this year as last year. His office is receiving telephone calls about these letters. Vice Chancellor Smith discussed the need to review the process; and it’s, obviously, not going to reverse the impact of this letter. Interim Chancellor Hendrickson requested that another letter be sent out which explains this letter was sent in error to those who owed under $20. Mr. Narveson stated that we could find a solution in Datatel. However, it’s an important issue because we don’t want this letter to be the first letter sent out to students or other individuals in our district.

Vice Chancellor Garcia reported that at the last DC meeting she had distributed draft hiring procedures as well as some procedures for the hiring of adjunct faculty and interim management positions. She reminded constituency group representatives that they had two months to review with their groups. She would like to receive comments at the November 19 DC meeting so that she could revise the document and have it in final form in February.

The meeting adjourned at 5:02 p.m.
## AGENDA

**DISTRICT COUNCIL MEETING**

SJCC Technology Building, T-415  
December 17, 2015  
3:00 – 3:30 p.m.

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>PRESENTER/S</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Review of the Agenda</td>
<td>All</td>
<td>2 min</td>
</tr>
<tr>
<td>2. Approval of the October 19, 2015, Meeting Minutes</td>
<td>All</td>
<td>5 min</td>
</tr>
</tbody>
</table>
| 3. District Committee Reports  
  a. District Budget Committee  
  b. District Audit Committee  
  c. CBOC  
  d. Retirement Board  
  e. Benefits Committee  
  f. Civility Task Force  
  g. Technology Planning Group | Smith/Fitzsimmons/Garcia/Ho/Seaberry | 8 min |
| 4. Board Policy Chapters 1 & 2 Update | Hendrickson | 5 min |
| 5. SQL Migration Update | Seaberry | 10 min |
SJEDCD DISTRICT COUNCIL MEETING MINUTES

December 17, 2015
3:00—3:30 p.m.
SJCC – T-415

Attendees:

Other Attendees:
None

Absent:
S. Graham, S. Ho, M. Gonzales, J. Pallin, J. Thompson, F. Villa

Recorder:
J. Pace

1) **Review of the Agenda**

The agenda was approved as submitted.

2) **Approval of October 19, 2015, Meeting Minutes**

Hearing no requests for revisions or corrections, the meeting minutes were approved by general consent of the District Council.

3) **District Committee Reports**

District Budget Committee – Vice Chancellor Smith reported the committee met twice since the last DC meeting. The October 29 meeting focused on a detailed review of the 1st quarter budget report, which has been approved by the Board. The December 10 meeting was primarily an informational meeting to discuss budget trends, the Proposition 30 initiative, impacts at the state level, proposed Governor’s budget and other items. The next DBC meeting is scheduled for January 29, 2:30-5:00 p.m. at EVC in the Mishra Room.

District Audit Committee – Vice Chancellor Smith reported the Board Audit Committee held a meeting on Monday, December 14, and was chaired by President Nasol. The auditors presented their findings of audits for FY 2014/15, 2004 general obligation bonds, 2010 general obligation bonds, OPEB, and audit of Chancellor and Board of Trustees budgets for FY 2014/15. There were two minor findings from all the audits of which we have already made the necessary corrections and adjustments. This audit report will be presented to the Board at the January 12, 2016, board meeting.
December 17, 2015, District Council Meeting Minutes

CBOC – Vice Chancellor Smith stated that the CBOC has not met since the last DC meeting. The next meeting is scheduled for January 19, 2016, 4:30 p.m. and will include an optional tour of EVC and the public meeting will begin at 5:30 p.m. in Gullo II. At this meeting the CBOC will hear the audit findings for Measure G-2004 and Measure G-2010.

Retirement Board – Fiscal Services Director Fitzsimmons reported that the RB meets twice a year. They already met on October 8, and the next meeting is scheduled for April 28, 1:00 p.m. in the EVC Mishra Room.

Benefits Committee – Vice Chancellor Garcia announced that the Benefits Committee will meet on February 18, 2016.

Civility Task Force – Interim Chancellor Hendrickson announced the task force is working with the Santa Clara County Human Resources Department to provide district training on conflict resolution and mediation. The group is trying to arrange a large enough attendance to make this training worthwhile. The task force would like to provide a briefing on this training at the upcoming PDD.

District Technology Planning Group – Vice Chancellor Seaberry reported the last meeting was held on December 10 and the primary work was to develop the RFP for support in writing the technology plans for the district and the colleges. The benefit for this consultant work would be to ensure the plans are aligned. The current plan has another year left, and the new plan would be for the next five years and also one we could update every year. The group also discussed the network upgrades taking place at both colleges over the holiday break and continuing into the summer.

Mr. David Yancey, AFT 6157 President, inquired who the district talked to about the shutdown taking place during open enrollment. He also has four courses where grades must be submitted, which will not be finished before December 21. Mr. Jesus Covarrubias, SJCC Academic Senate President, stated that Intersession launches on January 4 and that enrollment would be jeopardized by the holiday shutdown. Ms. Barbara Hanfling, AFT 6157 Executive Director, also expressed concern about how Deans may cancel classes and students will lose their classes. What are we doing to not cancel classes if students can’t add that class in time for the first day? Mr. Phil Crawford, SJCC Academic Senate member, inquired what would we suffer by canceling this shutdown and moving it down the road. Vice Chancellor Seaberry answered that a lot of people were lined up to do the work now. We could also have a real catastrophic system failure because our system is old and well past the end-of-life cycle. We need a 10-day window to do this work. The next window is Spring break, and it’s a big, lengthy undertaking.

4) Board Policy Chapters 1 & 2 Update

Interim Chancellor Hendrickson reported that due to Executive Director Ledesma’s illness, the timeline for the board policy work has been pushed back a little. We still anticipate meeting the accreditation deadline for this work. He and Joy Pace met this week with the Board Policy Committee to review Jane Wright’s recommendations for Chapters 1 and 2, which are the Board’s own policies. These two chapters will be submitted to the Board for a first reading at the January 12 board meeting.

5) SQL Migration Updates

Vice Chancellor Seaberry reported that information has been sent via email to all district members and students regarding the SQL migration. He stated that sometimes these emails have been delivered to junk mail or clutter mail, and instructions were also sent on how to fix this problem.
He reminded everyone the shutdown would begin at 1:00 p.m. on December 21 and the system will be brought back up on January 4. ITSS will have support ready if there are issues. A voice mail message was also sent to all students. SJCC President Breland stated that everyone is sensitive to students when it comes to cutting classes. The college is working with the Deans on this topic, which has not gone unnoticed.

The meeting adjourned at 3:31 p.m.