SJECCD DISTRICT COUNCIL MEETING MINUTES

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

Attendees:

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.