SJECCD DISTRICT COUNCIL MEETING MINUTES

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

Attendees:

Other Attendees:
I. Archuleta, E. Burns

Absent:
C. Coen, L. Rice, K. Vujjeni, D. Smith, J. Thompson, D. Yancey

Recorder:
J. Pace

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.
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.

Civility 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.