

SJECDD DISTRICT COUNCIL MEETING MINUTES

**October 20, 2016
3:00—5:00 p.m.
SJCC Technology Center T-112**

Attendees:

D. Budd (Chancellor), D. Smith (Vice Chancellor), B. Seaberry (Vice Chancellor)
B. Breland (SJCC President), H. Yong (EVC President)
P. Fong (AFT 6157), B. Hanfling (AFT 6157), J. Covarrubias (SJCC Academic Senate President),
Eric Narveson (EVC Academic Senate President), F. Gonzalez, (District Academic Senate
President), P. Crawford (SJCC Academic Senate member)
D. Hawkins (CSEA 363)
L. McKee (MSCC VP)

Other Attendees:

R. Brown, T. Hawley, L. Owen (District Services)

Recorder:

J. Pace

1) Review of the Agenda

The agenda was approved and no items were added.

2) Approval of September 29, 2016, Meeting Minutes

Doug Smith moved to approve the minutes, Dan Hawkins seconded the motion, and the minutes were approved as amended: Ryan Brown was added to the list of attendees.

4) Board Policies and Administrative Procedures

Chancellor Budd reported that BP 4000 Instructional Policies and Procedures needed to be revised because it was not in alignment with BP 2511 Academic Senates and BP 2512 Academic and Professional Matters. She distributed the policy with the edits indicated in red, and DC members agreed this policy could move forward as revised. This required revision was brought to our attention by the accreditation visiting team. It will be brought to the Board for a first reading at the October 25 meeting and then for approval at the November 8 meeting.

Ms. Lisa Owen reported the CCLC sent out 22 proposed changes to policies and procedures, which she will bring to the next meeting. She again brought to the DC's attention AP 2410 Board Policies and Administrative Procedures, which outlines the timeline and process for the review of Board policies and administrative procedures and highlights the process of review. She also distributed a template chart that she will use to track the review process; and, moving forward, she will distribute this chart to DC members as an update on the status of the policies and procedures.

The following procedures were reviewed at the meeting:

Chapter 3 General Institution

AP 3570 Smoking on Campus – will bring back in November

AP 3900 Speech: Time, Place & Manner – both presidents to work on this procedure – will bring back in November

Chapter 4 Academic Affairs

AP 4100 Graduation Requirements for Degrees & Certificates – Approved with minor change – ready to post

AP 4225 Course Repetition – Approved with minor revisions – ready to post

AP 4230 Grading & Academic Record Symbols – will bring back in November

AP 4235 Credit by Examination – still with Academic Senate

AP 4240 Academic Renewal – Academic Senate will bring back for posting on 11/1

AP 4255 Dismissal & Readmission – still with Academic Senate

AP 4610 Instructional Service Agreements – typo on page 1 to correct – Approved – ready to post

Chapter 5 Student Services

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students – Approved – ready to post

AP 5140 Disabled Student Programs & Services (DSPS) – Approved – ready to post

Chapter 7 Human Resources

AP 7110 Delegation of Authority, Human Resources – will bring back in November

AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies – will bring back in November

AP 7212 Temporary Faculty – Approved – ready to post

4) District Council Survey

Chancellor Budd stated that when she reviewed the surveys that were turned in at the leadership retreat, she realized the majority of people who filled them out weren't on the DC. Only eight DC members completed the survey. The information received, however, is pertinent to the next agenda item, which is the DC charge and composition. We heard a lot about transparency and the collaboration between the district and college committees.

Executive Director Hawley reported there were certain themes that showed up in the surveys in answers to questions if the work of the DC was consistent with the mission of the colleges and if the work done at the DC was in line with the strategic plan and the Board's ends policies. The answer was yes, but that we could make it more transparent. Chancellor Budd stated a change was made to the DC agenda; and, as can be seen from the Fall meetings, the strategic plan and Board ends policies are included.

5) Review of District Council Meeting Charge and Composition and the Coordination with College Councils/District Committees

Chancellor Budd distributed and reviewed a red-lined version of the District Council membership and charge. She stated the changes outlined in red reflect comments made through the DC survey and also by the accreditation visiting team that it was unclear how the DC's work tied into the

Board's ends policies. As a result, two representatives from the college councils were added to the membership and many of the administrators from the District Services area were also removed as members. With the exception of the two MSC representatives appointed by that leadership, the only other administrators would be the Chancellor, College Presidents and Vice Chancellors.

Dr. Hawley stated that DC members reviewed the strategic plan, but not the Board's ends policies. Chancellor Budd agreed the DC should review the ends policies more thoroughly, but they were developed in a public meeting of the Board where the strategic plan was incorporated into those policies. She has recently worked with her executive team to ensure their goals match her goals, which are tied into both the strategic plan and ends policies. She stated that as much as the ends policies were developed using the strategic plan as a guideline, the purpose of the ends policies was to guide the Board. The Board prescribes the ends, and the Chancellor performs the means. Mr. Hawkins expressed concern that although the global ends statement was discussed at the Board meeting, the rest of the ends policies was worked on by a committee of the Board, and then brought back for a first reading and then approval.

In reviewing the draft District Council document, Mr. Hawkins requested the word "Committee" be deleted since the DC agreed long ago it was a Council and not a Committee. Chancellor Budd agreed with his request. The DC also agreed to add another representative to the faculty, which would make the total seven, instead of six. That would allow for San Jose City College Academic Senate to have an additional Academic Senate member instead of the District Academic Senate President serving as one of its appointments. DC agreed to this change.

Ms. McKee expressed concern that MSC has only two appointments, and the Vice Chancellors are not members of the MSC. She requested the MSC have three seats. Ms. Hanfling stated there was a prior version of the DC composition and duties, and she didn't think the version currently on the website was voted on by DC members. There is also some confusion about DC voting on items versus just providing their input to the Chancellor on the items discussed. Chancellor Budd noted the role of the DC is to provide recommendations to her. Some DC members also questioned the need to add two representatives from the College Councils, but most DC members approved of that addition as it would allow input from people who know what is going on at the colleges.

Chancellor Budd requested DC members take the edited version to their constituents, get their feedback and provide that information at the next DC meeting.

6) Accreditation Site Visit

A brief report was provided by the presidents that the site visits went well and both colleges received some recommendation for improvements.

7) Committee Reports

District Technology Planning Group – Dr. Seaberry reported on the development of new strategic plans for the District and Colleges. An outside consultant will be meeting in November with groups at the district and colleges, including students, to get input. This is a real overhaul of the plans. Over 900 students responded to the survey, and we plan to have lunch and dinner available for those who come to the noon and evening meetings. The Tech Committees from both colleges will be shaping the writing of the plans.

District Budget Committee – Mr. Smith reported the auditors just completed their internal district audit, and it went very well. There was only one finding, which was a clerical error in 311. He

thanked the colleges' business offices for their great participation. Mr. Smith also reported property taxes are currently at 6.2%, which puts us ahead of the place we were at this time last year. He reported the District Resource Allocation Model Task Force is meeting tomorrow.

College Councils –

EVC President Yong reported the accreditation site visit team met with the College Council and asked many questions. It seemed to go very well. The next meeting of the Council is next Monday.

SJCC President Breland read a report on some of the accomplishments by various college committees that was provided to the college council. He shared updates from the following areas: Academic Senate, Campus Technology, Classified Senate, Facilities/Safety, Finance, Professional Development, Strategic Planning and Student Success.

8) Other Items

No other items were discussed.

The meeting adjourned at 5:15 p.m.