

## SJECCD DISTRICT COUNCIL MEETING MINUTES

March 16, 2017  
3:00—5:00 p.m.  
SJCC T-112

### Attendees:

D. Budd (Chancellor), K. Garcia (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),  
E. Narveson (EVC Academic Senate), F. Gonzalez (District Academic Senate)  
D. Hawkins, A. Lopez, F. Villa (CSEA 363)  
M. Gonzales (MSCC)  
W. Watson (WI)

### Other Attendees:

R. Brown, D. Dudek, P. Fitzsimmons, L. Owen, (District Services), L. Harris (SJCC)

### Recorder:

J. Pace

### **1) Review of the Agenda**

No items were added to the agenda.

### **2) Approval of February 23, 2017, Meeting Minutes**

Dr. Gonzalez moved to approve the minutes, Mr. Hawkins seconded the motion, and the minutes were approved as amended: E. Canoy's name was moved from the CSEA section to the MSCC section.

Chancellor Budd did a brief review of the DC composition and charge. She inquired which groups were represented at the meeting, and stressed the importance of ensuring that the college councils have representatives at the meeting as their input would keep information flowing from the colleges to the DC.

### **4) Committee Reports**

College Councils – EVC President Yong reported the Council reviewed what was identified during the accreditation visit. As different college committees are represented at the Council, there was some discussion that different constituency groups feel as if they are not getting the reports back to their groups. One solution that was discussed was an update to the college website where all the Council items, including documents reviewed, could be posted for easy review by constituents. Moving forward, a review of what occurred at the DC meeting will also be provided at the Council meetings.

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AFT 6157 Executive Director Hanfling reported the SJCC Council meets on Friday, which conflicts with the AFT Executive Board Meeting and; therefore, they are unable to be represented at the College Council meeting.

Dr. Budd stated she will follow up with the colleges on the importance of having College Councils representatives at DC meetings.

District Technology Planning Group – Vice Chancellor Seaberry reported that consultant Plante Moran attended the last District Technology Planning Committee meeting. The committee reviewed a draft of the District Technology Plan, which will be reviewed by the DC at this meeting. The goal is to have two college plans as well as a district plan that would be utilizing a common format even though the individual plans would be unique as the district and colleges would have their own action items included in their plans. The action plans would be developed through the colleges' technology committees. So far, we have received a lot of feedback through focus groups with the faculty, staff and students. As the colleges are finishing their action items, we hope to be able to take these documents to the colleges' Academic Senates.

District Budget Committee – Mr. Fitzsimmons reported the DBC scheduled in March was canceled. The next DBC meeting is scheduled for April 27, 3:00-5:00 p.m. in the EVC Mishra Room. The April meeting will have a review of the 3<sup>rd</sup> quarter budget report. The last RAM meeting was held on March 10 where there was a review of the budget allocation models from other colleges. We reviewed seven simulations and counting. We also discussed a hybrid FTES allocation model, the cost of CTE programs and other metrics that may cause one college to need more resources than another college.

Ms. Hanfling stated that although these discussions are about the colleges, there is also a need to keep in mind collective bargaining.

## **2) Board Policies and Administrative Procedures**

Dr. Budd stated that BP Chapters 1-3 would be reviewed this year; Chapters 4&5 next year and Chapters 6&7 the following year. At the April 11 board retreat, there will be a review of BP 1300 District Vision.

The DC recommended removing "by the year 2017" from the vision statement and replacing with "SJECCD is known as the premier institution..." With that change, it was recommended that BP 1200 and BP 1300 be moved forward to the Board.

Dr. Owen distributed packets for Chapters 1 and 2 policies and procedures and also included those policies still being reviewed by the Academic Senate. She stated that a review of Chapter 3 will be held at the next DC meeting.

Dr. Budd inquired when the Academic Senate talked about an SP grade for non-credit courses if that should be included in AP 4230 Grading and Academic Record Symbols. Dr. Gonzalez will research and AP 4230 will be brought back to DC if we need to include non-credit.

EVC Academic Senate President Narveson stated that AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies is new and we don't have anything like it right now. Ms. Hanfling will review this procedures to ensure it doesn't conflict with collective bargaining issues.

### **5) SJECCD IT Strategic Plan 2017-2022 Draft Review**

Dr. Seaberry distributed and reviewed the draft District IT Strategic Plan. He stated this document was in a very draft form and will undergo a lot of changes before it's out in final form. The plan is not just about technology, but people and processes and considers how we account for sustainability of people and training. This is important as we also connect this plan to the resource allocation model. We are building a framework and structure through which we can perform our action items. The action items are currently being developed; therefore, this draft will be changed between now and when DC members see it again. Each year it will be reviewed at least once; but, hopefully, twice.

President Yong discussed the need for long-term sustainability of the plan, longer than the 2022 date of this draft plan. There is a need to consider priorities of the campus technology projects. Dr. Seaberry agreed that we also need to plan for other costs, such as the upgrading of software and systems we utilize. We have to consider that before we make new purchases or launch new systems. We should not only look at how to utilize bond programs, but there are also endowment funds. The campus technology committees need to get feedback from the college councils and also the budget committees.

Dr. Seaberry discussed action items regarding the website, such as making it mobile friendly and ensuring ADA compliance. Mr. Narveson recommended that for the action items list, a column be added for measurable outcomes or some similar language as this could be helpful with the budgeting. Mr. Fitzsimmons stated that since some of the projects are very big, it might be a good idea to show when something is 10% completed or 20% completed. Dr. Seaberry stated he would look for a way to display this kind of information in the action items list.

### **6) EEO Diversity Plan**

Vice Chancellor Garcia reported the first plan was developed in 2013. Since then, HR Supervisor Dianne Dudek has chaired a committee to provide needed revisions. This document will need to go to the Board for approval through the same process we use for the review and approval of board policies. We are coming back with this plan at the next DC meeting so that we can receive the comments and suggestions from your groups.

Ms. Dudek reported there were 11 committee members who worked on the plan. The plan has 16 components, and Vice Chancellor of Human Resources, Kim Garcia, is the person who will be responsible for implementing the plan. Ms. Dudek thanked Tina Nguyen in HR for her excellent work in doing the charts that were included.

Ms. Hanfling requested that Faculty Association be changed to AFT 6157 throughout the document.

Ms. Garcia stated we believe that diversity is important all the time, and we need to ensure we have a workforce that reflects the students who are coming to our schools. Dr. Gonzalez stated that our shift in culture and focus is something to be celebrated.

### **7) Strategic Planning**

Chancellor Budd scrolled through the Grossmont/Cuyamaca Community College District's strategic planning document and highlighted how this document shows the strategic planning initiatives for both colleges, which have some differences, yet overlaps with the district's strategic priorities. We could do something similar with our revised strategic plan, especially since we need to show the tie in between the Board's ends policies and the strategic initiatives. When we have

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our next leadership retreat, we can review the strategic priorities and ensure it ties in to the EMPs and FMPs and also our decision-making structure.

**8) Potential Date for DC Retreat**

DC agreed to hold a retreat on Friday, September 8.

**9) Other Items**

Dr. Budd distributed an information document on the San José Promise, which outlines some facts about the students in our district, SJECCD commitment to students and the students' commitment to the Promise. The grant has specific deliverables so we need a leadership structure to manage the grant. It also has to be sustainable moving forward.

The meeting adjourned at 5:08 p.m.