

SJECED DISTRICT COUNCIL MEETING MINUTES

May 18, 2017

3:00—5:00 p.m.

SJCC Tech Center – T112



Attendees:

D. Budd (Chancellor),
B. Seaberry (VC ITSS)
D. Smith (VCAS)
B. Breland (SJCC President)
H. Yong (EVC President)
A. Alexander (SJCC VPAS)
D. Graham (VPAA)
P. Fong (AFT 6157)
B. Hanfling (AFT 6157)
R. Pratt (AFT 6157)
J. Covarrubias (SJCC Academic Senate President)
E. Narveson (EVC Academic Senate)
F. Gonzalez (District Academic Senate)
P. Crawford (Academic Senate)
D. Hawkins (CSEA 363)
A. Tanon (MSC)
F. Villa (CSEA 363)
W. Watson (WI)

Other Attendees:

R. Brown (District Services)
T. Morales (District Services)
J. Marvet (District Services)
L. Owen (District Services)

Recorder:

S. Brusseau (District Services)

1) Review of the Agenda

Chancellor Budd requested that item #9, and #7 be moved up to the top of the meeting. The agenda was approved as amended.

2) Approval of April 20, 2017, Meeting Minutes

Mr. Fabio Gonzalez moved to approve the minutes, Mr. Faustino Villa noted that a correction is needed the attendance as Julinda LeDee is listed as MSC, however this needs to be corrected to CSEA. Mr. Faustino Villa seconded the motion, and the minutes were approved as corrected.

3) Strategic Planning & Ends Policies

Chancellor Budd noted that the Board has updated their mission, vision and values of the Board Ends Policies and Strategic Priorities, and reminded the group that these priorities will be reviewed and worked on at the September 8th Leadership Retreat.

- Mr. Ryan Brown, District Public Information Officer, spoke on the Communication aspect of the Strategic Priorities and reported on the recent Board request to consider a District name change to incorporate all entities involved (District, EVC, SJCC, WFI, Milpitas). With this request, the District has been working with a marketing firm called Full Capacity Marketing to establish what the best route, if any, may be to go. This includes methods of market research reaching out to current students to create cyclograph profiles including technology/media habits, shows watched, and shopping centers frequented. Moving forward, we can use that market research in a data-informed way. In additional, Mr. Brown noted that students are also being asked about their current District perceptions and this will assist in determining if re-branding would make sense right now. A recommendation is expected to be presented this fall.
- Chancellor Budd asked how the on-campus staff and faculty have been involved with their Public Information Offices.
 - Mr. Fabio Gonzalez reported that the campus is very impressed with the discussions and sharing of information that has taken place.
 - Mr. Eric Narveson commended the District for getting bus publications out there.

4) Guided Pathways:

Chancellor Budd introduced the Guided Pathways project as an expansion effort to get more students their 60-units and automatic transfer into a 4-year college. This ties directly into the San Jose Promise and Dual Enrollment with all the different pathways. Chancellor Budd further commented that while we have many new initiatives throughout the district right now, it is important to see how all of these initiatives work together to create better pathways for our students.

Chancellor Budd reported that Guided Pathways expert, Rob Johnstone, has agreed to come to the District August, 21st, 22nd, and 23rd.

- President Breland shared that the Guided Pathways initiative is very exciting, but noted concern with managing it with so many other initiatives happening at the same time. President Breland further noted that Mr. Johnstone is very knowledgeable and competent, and seems to focus on channeling those opportunities that we have. It is imperative to guide students upfront to their goal. President Breland noted that we are at a deep place of organizational change with a tremendous opportunity where we will have to work together to make that change.
- President Yong concurred with President Breland's remarks and added that the goal is to get the students to be more focused early so as to avoid taking units that they do not need, and ultimately build a bridge to those 4-year institutions.

5) Budget:

Vice Chancellor Smith reviewed the Resource Allocation Model Update noting that in April 2016, the District hired Resource Allocation Model Consultant, Roy Stutzman, who had worked the Chief Financial Officer for most of his career and recently worked with Contra Costa CCD and others on their Resource Allocation Models. Vice Chancellor Smith further noted that as a committee we have been receiving and processing the information with competing interests that were brought to the table. Additionally, Mr. Smith shared that more documentation will be forthcoming when the consultant provides his final report including Business Procedures, Resource Allocation Model Principles, etc. Next steps will include resuming the committee's work throughout the summer, if possible.

6) Committee Reports:

District Budget Committee: Vice Chancellor Smith reported that the most recent property tax came in at 6.04%, only .02% over where we started the year.

Technology Planning Committee: Vice Chancellor Seaberry reported that the following items were discussed at the committee's last meeting:

1. Committee Charge: Mr. Seaberry reported that this was reviewed at the last meeting, and noted if the District Council would like to weigh in on it later, we can review that, but as it stands the Charge is:
 - "Provide advisory guidance to ensure the District tech plan is in line with the district's strategic roles and college technology plans."
2. Technology Plan: Mr. Seaberry reported that the committee wants to create a prioritization process, by asking what types of items the surveyed individuals see as a priority, and within those, which are high, medium, or low. Mr. Seaberry further commented that focus group meetings were held with students, as well as surveys of staff and students in order to identify these needs.

College Council:

SJCC: Vice President Duncan Graham reported that the college advisory council is currently working on the QFE, procedures and operational manual, creating new planning goals to align with the mission, etc.

EVC: President Yong reported that the Technology Committee forwarded a resolution to the college council to hire a dedicated 508 compliance person to meet that need.

7) Board Policies & Administrative Procedures:

Chancellor Budd reminded the group that Board Policies are approved by the Board, while Administrative Procedures are approved at the District Council level. Chancellor Budd further reminded the group that these are living, breathing documents and if needed changes arise, please be sure to bring those needs to the attention of the District Council for review.

Ms. Lisa Owen presented on various Board Policies and Administrative Procedures in chapter 3:

- Packet A contains items for review on the 3-year cycle. These items do not contain any recommended changes.
 - Ms. Lauren McKee moved that Packet A be approved as submitted, Mr. Dan Hawkins seconded the motion, Packet A was approved as submitted.
- Packet B contains items for review with minor changes.

- Ms. Barbara Hanfling questioned if the notes listed within the packet will be included in the procedure? Ms. Owen responded that the comments listed in these red-lined versions are for internal purposes only.
- Ms. Barbara Hanfling motioned that Packet B be approved as submitted, Mr. Eric Narveson seconded that motion, Packet B was approved as submitted.
- Packet C contains items for review with significant changes.
 - BP 3910:
 - Chief Morales describes the importance of having a policy in place as EVC has already encountered multiple safety related instances where community members have flown their drones over campus property creating near misses with people, vehicles, and buildings in addition to creating privacy issues and liability issues. Ms. Jodi Marvet further commented that because model aircraft are not in concert with the college's mission, those types of drones are not allowed to be flown over campus property.
 - Ms. Owen further commented that CCLC is currently not in support of moving forward with a policy mainly due to public property as this would be putting a limit of a public right, similar to that of free speech.
 - Mr. Fabio Gonzalez cautioned the committee on the fact that EVC is viewed much like a public park by the community and as such, many parents use drones to film their children playing soccer games, etc. on the weekends. This could become a bigger issue with any already vocal community.
 - Chancellor Budd requests that this BP be held for further review. The committee agrees to hold this item for further discussion.
 - BP 4250:
 - Chancellor Budd requests that this be reviewed by the Senates in August and September.
 - AP 3501: Mr. Phil Crawford questioned if public areas will be shut down on weekends?
 - Chief Morales noted that this change is due to the fact that private individuals have been found to come on campus and hold private events where they charge for those events, but the District and College have had zero involvement in the process creating safety and liability issues.
 - The committee agreed that all chapter 4 changes will come back in September for District Council review.

8. Accreditation Report Update:

Chancellor Budd provided a brief update on the accreditation report, stating that the ACCJC is expecting a letter from EVC, and a letter and report from SJCC to review those items that needed to be addressed by March 15, 2018.

- EVC – President Yong shared that EVC will be submitting their report to ACCJC on March 15, 2018 with a goal to finish the report by October of 2017 to provide time for review and final

changes. Essentially we have one recommendation that the commission filed where EVC was not in compliance – Recommendation #5 Operations. The college has been working with staff to ensure expectations will be met. Additionally, this is not required at the compliance level, but EVC still plans to provide updates on other recommendations that were made by ACCJC. In regards to the Quality focus essay, EVC continues to do work on improving communications, and institutional effectiveness.

- SJCC – President Breland shared that the report is moving along and SJCC is aiming to have a completed draft by late October or early November. Vice President Graham commented that SJCC had several standards to review and update, one being institutional set standards, better communication between committees which has resulted in the creation of a meeting minute template format. The MOU with the Center for Educational Training has been completed. A requirement has been put into place to have all Faculty and Deans align SLO's with course Syllabi. Recommendation #7 and #8 have been completed. Recommendation #9 has been completed and we are now using a program called Maxient to document all complaints regarding or from students. Finally, recommendation #10 to update and complete all employee evaluations, specifically the President's evaluation, has been completed. Vice President Graham further commented that SJCC is essentially complete in the implementation of these recommendations, now it is just a matter of pulling them all into the final report.
- Chancellor Budd commented that while SJCC's recommendation #8, and EVC's recommendation #5 are not the same but similarly speak to Distance Education, this may be a good opportunity for collaboration of services and curriculum ensuring online support is comparable to those services that are provided to our face-to-face students.
 - Vice Chancellor Seaberry noted that this has also been improved upon by the use of Cranium Café tool.

9. Self-Evaluation Survey:

Chancellor Budd reviewed the self-evaluation survey, thanking the ITSS team for their work. VC Seaberry noted that this survey is part of the continuous improvement process. This survey was e-mailed district-wide this afternoon, and would remain open for the next two weeks.

10: Other Items:

Meeting Documentation: Chancellor Budd noted that starting in the new 17-18 year, all District Council meeting documents will be provided via the SharePoint Site, not printed, with all documents being projected on screen during these meetings.

11. Adjournment:

The meeting adjourned at 5:07 p.m.