

SJECDD DISTRICT COUNCIL MEETING MINUTES

April 19, 2018

3:00—5:00 p.m.

District Office – Conference Room 112

Attendees:

D. Budd (Chancellor), D. Smith (Vice Chancellor), B. Seaberry (Vice Chancellor), K. Garcia (Vice Chancellor)

K. Aytch (EVC President), B. D. Clift Breland (SJCC President)

J. Bills (AFT 6157), P. Fong (AFT 6157), J. Covarrubias (SJCC Academic Senate President), E. Narveson (EVC Academic Senate), S. Graham (EVC Academic Affairs), D. Hawkins (CSEA 363), Faustino Villa (CSEA 363), S. Alvarez (CSEA 363), A. Lopez, (CSEA)

A. Herrera (MSC), A. Tanon (MSC),

Other Attendees:

A. van Ommeren, Lisa Owen, R. Brown

Absent

W. Watson (CEM)

J. LeDee (CSEA)

D. Micetich (EVC College Council)

F. Gonzalez (DO Academic Senate President)

L. Harris (SJCC College Council)

EVC and SJCC Student Government

Recorder:

S. Brusseau

Dr. Budd congratulated Keith Aytch on his new position as the permanent President of Evergreen Valley College.

1) Review of the Agenda

Dr. Budd reviewed the agenda. No additional items were added to the agenda.

2) Approval of March 22, 2018 Meeting Minutes

M/S/C (Aytch/Villa) to approve the meeting minutes as presented.

3) RAM Highlights:

Dr. Budd thanked D. Smith and E. Narveson for co-chairing the Resource Allocation Model Taskforce.

E. Narveson reviewed the RAM Packet of materials provided, which included the flow chart of the model. RAM reviewed specific district services costs, most of which the Taskforce has agreed should remain with District Services, with others coming back for further review by the Taskforce including Maintenance, Insurance, and Undistributed costs.

E. Narveson called the Committee's attention to the schedule and noted that this work will go into the fall term. The next few meetings will include further discussion as to specific percentages/dollar amounts that should be assigned to specific areas of the model.

E. Narveson further added that A. v. Ommeren and the IESS department would begin to assist the Taskforce by providing data to support student success and performance measures for the next phase of decisions.

D. Smith added that the summer calendar will be on next week's RAM agenda, and noted that non-paid status participants would be placed on paid status during these meetings. This process has been a very interactive process and we have been respectful of that. In terms of implementation, we can have a phased implementation this year.

Mr. Covarrubias complimented the optimism and ambition around the RAM, but cautioned the group that there is still much work to be done before the RAM can be implemented.

D. Smith called the Committee's attention to page 8 of the packet and noted that the State is also working on draft recommendations for their funding formula, which in many ways mirror the recommendations received from SJECCD RAM Consultant, Roy Stutzman.

D. Smith noted that page 11, 12, & 13 in the packet are related to the compensation agreement from Diridon Properties (google) and noted that this will yield approximately \$2.5M in one-time funds to the District. This funding is expected to be received this time next year. This agreement will be on the 04/24/2018 Board agenda.

J. Bills asked if one-time funds can be used towards collective bargaining. D. Smith noted that these funds can be used for collective bargaining, but generally in his experience they are not, as collective bargaining is an on-going cost, whereas one-time funds are not on-going in nature.

4) Board Policies and Administrative Procedures:

L. Owen reminded the group that we are still reviewing chapters 4 and 5, and noted that the last Board Agenda had a number of Board Policies and Administrative Procedures. Next year a new cycle will begin with a review of chapters 6 & 7.

BP 7250 – Educational Administrators: L. Owen noted that BP 7250 is currently with Academic Senate. J. Covarrubias noted that SJCC's Academic Senate has reviewed this BP, and it is currently with EVC's Academic Senate. J. Covarrubias added that if any changes are made, it will need to be reviewed a second time through SJCC's Academic Senate. L. Owen asked that once all reviews are finalized, that the final version be sent to her attention.

AP 2436 – Evaluation of the President of EVC and SJCC: L. Owen called for a vote to approve AP 2436. The Committee voted to approve moving AP 2436 forward.

AP 4020 – Program and Curriculum Development: J. Covarrubias noted that he would double check if this has gone to the SJCC Academic Senate. E. Narveson noted that this is scheduled to be placed on the EVC Academic Senate May 1 agenda.

ACTION: AP 4020 will be brought back to the May District Council meeting.

AP 4055 – District Agreements with High Schools: L. Owen clarified that it was requested that this AP be created at the March District Council meeting. L. Owen noted that this AP has not been reviewed by the Matriculation Committee or Academic Senates. J. Covarrubias noted that SJCC's last Academic Senate meeting is scheduled on May 15. A. Tanon asked in regards to number four, in terms of testing requirements, does this include assessment requirements as this terminology is currently undergoing changes. Should this AP reflect those changes? K. Garcia commented that this is referring to transfer programs and thus the word "testing" should be OK as it will depend on which target institution the student is applying to.

ACTION: Update the language to include "between institutions regarding articulation".

AP 5030 – Fees: L. Owen reminded the Committee that during the March meeting, there was discussion held around the Health Service fee and it was proposed to add voluntary language. R. Brown asked if those exclusively online students should be exempt from the health fee.

Chancellor Budd asked if this AP is allowing those students enrolled in two-week courses to waive the health fee, but still have access to use those services. L. Owen clarified that her understanding after the March District Council meeting was that there was concern regarding those students that may wish to use our health service that would otherwise not have access because the health fee is not required (i.e. a non-credit course student). A. Herrera noted that some years ago it was common practice that the student health fee was automatically charged, with the knowledge that the student had an option of submitting a form not to be billed if they fell into a defined group. Chancellor Budd asked that additional Ed. Code research be done to determine the correct inclusions and exclusions around health fees.

5) Enrollment Reports:

B. Seaberry distributed a new working draft annual enrollment report to the group. The data includes last fiscal year and current fiscal year. B. Seaberry noted that due to out-of-state students, the numbers reflected under non-resident and resident FTES will change. B. Seaberry noted that his team is still working on the best way to handle the positive attendance piece, as this information is not recorded until later in the semester. B. Seaberry cautioned that spring term will still change as spring is still in process.

D. Budd noted that in the future this report will be available online and available to all of the Deans. Chancellor Budd further clarified that without the positive attendance we are very close to the targets set.

J. Covarrubias noted, given the new State Chancellor's Office guidelines and the fact that productivity is not included in these SJECCD annual enrollment reports, it would be very helpful to have access to data related to awarded degrees and certificates. A. van Ommeren noted that usually all data is pulled by the State Chancellor's Office in October each year.

B. Seaberry reported that his team is working to develop a separate report that pulls out the International Student data.

6) District Council Survey:

D. Budd reminded the group that this survey is being sent out to the District Council members. This survey will go out towards early May. This survey will cover how we are in line with District Council, setting priorities, and in line with the committee charge. D. Budd noted that she hopes this will be complete prior to our next District Council meeting.

7) District Technology Planning Group:

a. Demo of Technology Project Plan Website:

B. Seaberry reviewed the District-wide Technology Project Plan SharePoint site with the group, noting that this is a library of resources accessible to all. This site lists initiatives and projects and links them directly to the District Strategic Priorities as well as the Accreditation Standards. EVC's tech plan is included in this listing, and SJCC's plan will be included once it is completed. The site has filtration options when entering a new project such as whether the project is funded, is proposed, in progress, etc. B. Seaberry clarified that if a project is in "project" status, the project is funded, however if a project is in "proposed" status, the project is not funded.

ITSS is currently looking to fill a project manager position to fulfill the management/coordination need of these projects. ITSS is in the process of reaching out to outside vendors to assist with the project management role, as the internal recruitment is now in its second round and is having difficulty finding the right person for the job.

B. Breland asked who is doing the work of these initiatives. B. Seaberry noted that the College Tech Committees are creating these project initiatives and added that there is a need for a new project intake process to properly vet projects to ensure they are submitted and prioritized appropriately.

K. Garcia noted appreciation for all of the effort put into this project list and highlighted the need for feedback mechanisms in order to inform people of their project status.

b. Review of Charter Statement:

D. Budd reminded the group of the decision to discuss the Technology Planning Group charge and discuss thoughts in terms of making this group a committee. B. Seaberry reported that the group has been meeting for approximately three years. B. Seaberry read-out the charter statement ([found here](#)), and shared that this is a very active group that meets from September through December, and February through May of each year. All meetings are open to those that would like to attend, and meetings are also made available via Zoom for those who cannot attend in person. B. Seaberry noted that given the membership and content of these meetings, it would make sense to transition it to a committee.

D. Budd commented that the first step is to review and discuss this transition today, and bring it back to the May District Council meeting for action.

8) Annual Report:

R. Brown extended thanks to the Campus PIO's, Alice van Ommeren and the IESS teams and campus researchers for all their support to create this annual document. R. Brown noted that individuals are welcome to take as many as they would like back to their campuses for distribution. D. Budd thanked R. Brown for all of his work and the team's work on this project. It is a great document that is available via hard copy and posted online.

J. Covarrubias asked for clarification around the cost of printing these documents. R. Brown noted that annually we print approximately 2500 copies for \$5000 with only a slight increase of approximately \$200 for an extra 500 copies. R. Brown noted that he could provide exact numbers offline if desired. These documents are provided at events and meetings to let the community know what the District is doing and what is happening at our colleges.

9) College Highlights:

EVC:

Accreditation: K. Aytch reported that EVC submitted their accreditation report in mid-March. EVC is currently waiting for the commission to meet in June and submit their final report.

Guided Pathways: K. Aytch reported that EVC held great PDD sessions with Guided Pathway expert, Rob Johnstone. EVC is continuing to work with the Academic Senate to establish a positive working group and are excited about the progress with guided pathways.

San Jose Promise: EVC's recruitment is going very well. EVC currently has 230 Promise Students and is ready to recruit 250 more.

Strategic Plan: EVC has reached out to Cambridge West to assist with the Strategic Plan project. K. Aytch's team is currently working on the contract with D. Smith's office.

D. Budd reminded the group that the California Promise is now in effect and reminded the group that if a student signs up for 12 units, they get their fees paid for, even if they do not qualify for the BOG waiver. This helps with our promise funds. D. Budd further reminded the group that we will receive our first land-lease installment payment of \$150k, with \$1M set to be received when the final lease is signed. D. Budd reminded the group that we have made good on the broken promise from four years ago, and there are now zero fees sitting on these students accounts.

SJCC:

Accreditation: B. Breland noted that SJCC had eight compliance issues to address. The visit took place in early April, and the team has already provided a draft of the report, which stated SJCC

met all of our compliance issues. Moving forward we will be working to stay ahead of the curve to ensure streamlined processes in the future.

Guided Pathways: Rob Johnstone recently visited SJCC to meet with key leaders, faculty, and Academic Senate to review what GP is and the college has created a self-assessment and structure. This structure includes a faculty member to help lead the faculty voice, as well as Robert Gutierrez to assist from the administrative perspective. B. Breland added that this initiative is really a two-year lead-in period as it is a big shift from previous processes. We are excited about where we are headed.

San Jose Promise: SJCC is recruiting Promise students through the Summer Bridge program with approximately 160 students enrolled thus far. Next Saturday we will hold our Roar recruitment event. Recruitment is going well. Students will be provided with a schedule that is built around AB 705. B. Breland noted that Rosalie Ledesma was at SJCC today review the San Jose Promise. B. Breland reported that there is a lack of understanding around the promise funding and as such, there may be a written statement put out by the college group.

D. Budd noted that it is very important that the budget is explained and reviewed by each of the teams. D. Budd suggested assistance from Fiscal Services with these explanations as to where the funding sources are and how they can be used.

A. Tanon asked for clarification around AB19 and how those funds should be used, and if students will be required to have a fee waiver form for the 18-19 year? D. Budd noted that, yes, they do need to complete that paperwork to be in the program, however they do not necessarily need to qualify.

D. Budd reminded the group of Dr. Michael Munoz's talk at the last All Administrator meeting in terms of funding available for students who take 12 units and additional funds available to students that take 15 units.

B. Breland clarified that AB19 should be funded in the 2018-19 fiscal year. In order to access it, the colleges have to have met requirements.

D. Budd requested that AB19 be brought back to the May District Council meeting.

Strategic Planning: SJCC has a consultant coming to the college on May 7th to start the process. This initiative is set to begin work over the summer and fall. This will be a massive strategic plan covering all areas as to how students will reach their educational goal.

10) Committee Reports:

District Budget Committee:

D. Smith reported that the DBC has not met since the last DC meeting, and is scheduled to meet on April 26th to review the 3rd quarter budget report. The next meeting will be held on May 24th and will review the May Revise.

D. Budd noted that May 24th is EVC's commencement date.

Tech Planning Group:

B. Seaberry reported that the group is currently reviewing initiatives looking for those that may need revising. It is an annual process. The group has one more meeting this year.

Institutional Effectiveness Committee:

A. v. Ommeren reported that the first meeting was held on April 5th and was well attended both in-person and via Zoom web conferencing. We are still missing faculty and MSCC representation. A. v. Ommeren has emailed the appropriate individuals to request representation. The committee broke the first agenda into three parts, which consisted of planning, institutional effectiveness, and research. One key area discussed was the research process in terms of appropriate role, sensitive topics, etc. This item will be brought back to our next meeting, which will be held on May 3rd.

College Council:

EVC: K. Aytch reported that EVC is in the final phases of approving program reviews for this year.

SJCC: B. Breland reported that the CAC organized and established a start date for the Strategic Plan project. B. Breland reported that the SJCC FAST Committee signed a resolution stating that due to security concern at SJCC, there is a desire to shift safety resources to the college. This request is a result of a fire in the theater and the timely warning a few days later that included an assault on a faculty member by a transient individual. B. Breland will bring that resolution to the District Council once received.

J. Covarrubias reported that the FAST Committee did forward that resolution to the Academic Senate and the Academic Senate did endorse it. This resolution speaks specifically to the safety issue at SJCC. J. Covarrubias further stated that the desire is to have the same amount of concern regarding safety provided to the district office, also be provided to the campuses.

D. Budd noted that once that comes through the participatory governance process, this should be shared with Vice Chancellor Smith who oversees the Police Services Department as well as District Budget Committee.

11) Other Items:

D. Smith reported that the credit rating meeting was held last Wednesday, and went very well. D. Smith read-out a statement made by the Moody's rating agency: "this presentation is among the best we have seen". We will be issuing the first phase of measure X dollars at the beginning of June in the amount of \$85M. The rating agencies noted one of our challenges being that we have a below average reserve and we need to raise it. D. Smith anticipates that the final ratings will be received by April 24th.

B. Breland asked for clarification around the importance of having a great credit rating; what does this mean for the community and the district. D. Smith noted that the higher the credit rating, the lower the interest, thus saving the taxpayer money, and yields no additional funds to the college district.

J. Bills asked for future thought, how much taxpayer money would we really save with a lower interest rate, versus the interest to the faculty and community to have better living wages. Many taxpayers would support paying a bit more.

The meeting adjourned at 5:00 p.m.