Member Attendees:

Alex Lopez (SJCC Academic Senate President)

Andrea Lopez (CSEA 363)

A. Herrera (MSCC)

B. Breland (Chancellor)

B. Seaberry (Vice Chancellor)

E. Narveson (District Academic Senate President)

E. Ayala-Austin (MSCC)

F. Espinoza (EVC Academic Senate Member)

J. Bills (AFT 6157)

J. Escobar (Interim Vice Chancellor District Admin Services)

J. LeDee (CSEA 363)

K. Aytch (EVC President)

P. Crawford (SJCC Academic Senate)

P. Fong (AFT 6157)

R. Montemayor (Acting, SJCC President)

R. Pratt (EVC Academic Senate)

S. Minjares (CSEA 363)

W. Watson (CEM)

Other Attendees:
A. van Ommeren
J. Pace
R. Brown
S. Brusseau

Absent:
D. Hawkins (CSEA 363)
D. Micetich (EVC College Council)
F. Villa (CSEA 363)
L. Harris (SJCC College Council)
S. Alvarez (CSEA 363)
EVC and SJCC Student Government

1. **Review of the Agenda:**
   a. K. Aytch reviewed the agenda with the District Council. No changes were made to the agenda.
2. **Approval of the December 13, 2018 Meeting Minutes:**
   a. M/S/P; Ayes – 17, Opposed – 0, Abstentions – 2, Absent – 3, Motion made by F. Espinoza; Seconded E. Narveson. The 12/13/18 meeting minutes were approved as submitted.
3. **College Highlights:**
   a. EVC:
      i. Guided Pathways: Both colleges are meeting with Rob Johnstone in the next two weeks. EVC is working on meta-majors in terms of career exploration.

ii.   San Jose Promise: EVC had a great meeting yesterday to explore how we will move the program forward looking at data and student success. K. Aytch thanked J. Escobar and A. van Ommeren for their team's support.

iii.   Strategic Planning: EVC has completed the draft of the plan and are inserting elements of vision for success in the plan with a plan to take it back to the Academic Senate within the next 2/3 weeks.

iv.   AB 705: The sub-committee has been working diligently and made a lot of progress.

v.   Vision for Success: This came to College Council and the Academic Senate as an information item with a plan, for it to return as an Action Item at the next meeting.

b.   SJCC:

i.   AB 705: Math is fully enrolled with 200 students over five sections. We have a pilot program in the English Department.

ii.   San Jose Promise: We are working with EVC and the District Office to continue this program.

c.   District:

i.   San Jose Promise: B. Breland reported that the San Jose Promise District-wide team recently met. Discussions included an implementation plan of the mentor program. Moving forward, this group is working towards a roles and responsibilities plan for all the areas district-wide.

4.   **Accreditation Update:**

a.   District:

i.   B. Breland reminded the group that this item will continue to be a standing item on the agenda.

b.   EVC:

i.   K. Aytch reported that EVC is gearing up with their teams to disaggregate standards as mid-term report preparations begin. It is key that we start this work now to ensure all evidence is in place.

c.   SJCC:

5.   **Resource Allocation Model Update –Performance Audit Update:**

a.   B. Breland reported that Harvey Rose and Associates has begun their work by interviewing staff.

6.   **Golden Handshake Update:**

a.   B. Breland reported that after evaluation, we have identified additional positions that can be filled now. We have met our funding recovery obligation and we want to begin recruitment of these positions as soon as possible. An announcement went out this week.

b.   B. Breland thanked everyone who contributed to the evaluation effort to open these positions.

c.   J. Escobar reiterated that we heard loud and clear that the loss of these positions were heavily felt in the classroom. J. Escobar reported that we were able to refill 16 out of the 18 full time faculty positions that were lost due to the golden handshake with SJCC receiving an additional five positions on top of the two positions previously received and the health director position, and EVC receiving an additional six positions.

d.   J. Bills asked for additional specifics around how the district determined it could afford these positions.

i.   J. Escobar noted in terms of financial management, we considered cash flow and forecasting as to when these positions will be hired, which provides some flexibility. Additionally, when we segmented the full-time faculty only, it was found that we would reach the savings by December 2019.

ii.   J. Escobar added that he would be happy to meet with anyone to review the specifics.

e.   P. Fong commented that AFT 6157 was not notified of the dialogue that took place.

i.   B. Breland agreed that AFT 6157 was not communicated with on this matter and we look forward to meeting to discuss further.

f.   P. Crawford reminded the group of the analysis completed, and report provided to this committee.

g.   K. Aytch reported that he and R. Montemayor have discussed and are both in the process of filling their additional positions by fall.

h. B. Breland commented on the great opportunity to continue to have full-time faculty working with our students. The timing of this news gives us the great opportunity to go through our processes and get the best faculty out there that will meet the needs of our students.

i. R. Pratt commended the teams for their work and research to fill these very much needed positions.

j. R. Montemayor agreed, as this will also provide us the opportunity as we refresh our job descriptions and offerings.

7. **Board Policy & Administrative Procedures:**
   a. J. Pace distributed attachments including [AP 3411 Accessibility of Information and Communication Technology](#), for the District Council's first review.
   b. J. Pace provided a copy of the [list of BP's and AP's that are still in committee review](#).
   c. E. Narveson reported that the Academic Senate along with other constituency groups are in the process of formalizing a Policy Committee, which will be a sub-committee of the district academic senate. We had three days of meetings in January, which included passing approximately 50% of these. Once agreed as a committee, we will pass them to the Senates for their review. Our hope is that we can bring all of these back to the April District Council meeting.
   d. E. Narveson noted that he will provide a list of the already agreed upon AP's and BP's to J. Pace.
   e. Alex Lopez noted that the process included constituency groups from both colleges. Once wordsmithing has been completed, these will be forwarded to the Academic Senate groups where we will receive feedback or approval.
   f. J. Escobar thanked J. Pace for all of her work on this project and commended the work done on clarifying the [flowchart](#) to show the roles and responsibilities. The next phase of this process documentation will include a timeline.
   g. E. Narveson reminded the group that both Academic Senates will want to look at all BP's and AP's.

8. **Review of District Council Committee Charge:**
   a. B. Breland reminded the group that the Board has requested that the Classified Senate group be recognized officially and given a seat at the table.
   b. B. Breland opened the item up for discussion with a hope to bring this back to the next District Council meeting for action.
   c. Andrea Lopez reported that the Classified Senate has been working on a charge for the last couple of months, and noted a desire to be inclusive of SJCC and EVC Classified Senates, with the opportunity to be recognized at the table. We are hopeful that we will have a Classified Senate fully formed at EVC by next semester.
   d. P. Crawford commented on the importance of getting student voices on this District Council, and appealed to the committee by way of offering stipends, etc. as a means to encourage participation.
   e. B. Breland asked Andrea Lopez to work with her team to develop a proposal in terms of number of seats, membership, etc.

9. **Latest IT Development:**
   a. B. Seaberry provided a short presentation on the latest IT developments related to AB 705.
   b. **[Document found here.](#)**
   c. B. Seaberry added a project not included in the presentation, which is to speed up the application to student process.
   d. Alex Lopez requested more information on the student profile report.
      i. B. Seaberry noted some items in this report include home location, student type, academic program, completed units, Ed plan, GPA, CalWORKs, foster youth, AP courses, highest math taken, etc.
      ii. B. Seaberry added that he hopes to develop a shortcut path to help speed up the process for the counselors.
      iii. Andrea Lopez commented as a next step, we should look into placing this in WebUI as many of the issues that have come up include CROA access and understanding, as well as the issue of using multiple platforms/programs at one time.
      iv. Alex Lopez commented on the need to support Counselors by using the degree audit software program. Counselors are spending at least one hour per student to create a graduation petition.
   e. B. Seaberry noted that Square 9 imaging software training would be coming to the campuses soon.

f. B. Seaberry clarified that pre-requisite waivers are for students actively enrolled and have not missed a primary term.
   i. F. Espinoza asked if it is possible for a brand new student to bypass a counselor due to these pre-requisite changes and cautioned around that step being skipped as the student is missing the value of an Ed Plan.
   ii. E. Austin-Ayala clarified that an abbreviated Ed Plan can be created for the first two semesters with a comprehensive plan being completed during the next semester and highlighted the need for a mechanism to trigger outreach to a student.
g. F. Espinoza recommended personalizing the updated welcome letters with a photo of each President.
h. B. Breland noted that this would be a standing item for discussion to continue to talk about how we are integrating technology, and as a way to ensure information on projects and availability of tools is getting out to those that may need it. As a reminder, the thought is that this committee will then go back out to constituency groups and share this information.
i. B. Breland added that our faculty should be using Canvas regardless of the class being in-person or online for consistency and as a backup system. If people are still not using this tool, please encourage them to do so.
   i. E. Austin-Ayala asked if Canvas notifies in the form of an early alert.
      1. B. Seaberry noted that MyWeb and Canvas do not provide this service, but CRM Advise does, which is a product that EVC is using for a specific grant project.

10. Committee Reports:
a. DBC:
   i. J. Escobar reported that the DBC recently reviewed the Q2 report. The numbers are aligned from an expenditure perspective. A key point of interest is the latest tax point, which was communicated last week of 4.55%. The trend is moderately increasing.
   ii. J. Escobar noted that the property tax data point is calculated from mostly corporate real estate. We are benefiting along with other community colleges, school districts, etc. This is what drives the boom in Santa Clara County.
   iii. J. Escobar noted that moving forward, his office would be the only source of the updated data point information and J. Escobar would continue to provide a report to all constituency groups once it has been received.
   iv. J. Escobar reminded the group that the new COLA announcement by the Governor does not apply to us as a Basic Aid District.
b. Tech Committee:
   i. B. Seaberry reported the technology committee is getting multiple new voices from the colleges this year but would like more. Zoom is used to assist with participation.
   ii. B. Seaberry reported that the committee reviewed survey results from the 2018 student survey that is supported by Educause. B. Seaberry offered to send a link to the committee with this information. Overall technology experience has increased between 2016 and 2018. B. Seaberry cautioned that a lot of Wi-Fi access increased after the survey was completed.
   iii. B. Seaberry reported that the committee reviewed the Educause supported Faculty Survey with a decision to send it out next week. B. Seaberry asked the committee to help in promoting this survey. The survey includes questions related to classroom technology resources, professional development, software, experiences, etc.
c. IE Committee:
   i. A. van Ommeran reminded the committee that the IE Committee was suspended last fall, with plans to bring it back online this spring. We plan to bring the charter back to this committee for review.
d. SJCC College Council:
   i. R. Montemayor reported that our first meeting would be held tomorrow, 03/01/19.
   ii. R. Montemayor announced the appointment of SJCC's new VP of Academic Affairs who will serve as the co-chair of College Council.
e. EVC College Council:

          i.   K. Aytch reported that college council received a report from the technology committee, the clothing closet, off-site graduation preparations, passed the program review resource allocation model, and held a discussion on all-district email.

11. District Council Meeting Date Change:
    a. B. Breland noted that the April District Council fell during the spring break and so we are proposing we move this meeting from April 17 to April 25.
    b. J. Escobar noted that the District Budget Committee is currently scheduled on April 25.
    c. B. Breland asked J. Escobar to have discussions with the DBC offline about a possible time/date reschedule to accommodate this schedule change and that this item be brought back to the March District Council meeting.

12. **Other Items:**
    a. <u>Cellular Dead Spots:</u>
        i. P. Crawford asked if anything has been done to take care of the cellular dead spots on campus, as it is a safety concern.
            1. J. Escobar noted that we have invested $10M in wired and wireless technology for safety.
            2. J. Escobar noted that SJCC does not currently have a Verizon tower on-site. We are aware of this safety concern and are working towards a remedy.

13. **Adjournment:**
    a. The 02/28/2019 District Council meeting adjourned at 4:45 p.m.