



## **SJECED DISTRICT COUNCIL MEETING MINUTES**

March 28, 2019

3:00—5:00 p.m.

Evergreen Valley College, Library, Mishra Rm.

### **Member Attendees:**

Alex Lopez (SJCC Academic Senate President)  
Andrea Lopez (CSEA 363)  
A. Herrera (MSCC)  
A. Ross (SJCC ASG)  
B. Breland (Chancellor)  
B. Chaidez (Associate Vice Chancellor, HR)  
B. Seaberry (Vice Chancellor)  
D. Hawkins (CSEA 363)  
E. Narveson (District Academic Senate President)  
E. Pratt (SJCC College Council Representative)  
F. Espinoza (EVC Academic Senate Member)  
J. Escobar (Interim Vice Chancellor District Admin Services)  
J. LeDee (CSEA 363)  
K. Aytch (EVC President)  
M. Osorio (MSCC)  
P. Crawford (SJCC Academic Senate)  
P. Fong (AFT 6157)  
R. Montemayor (Acting, SJCC President)  
R. Pratt (EVC Academic Senate)  
S. Alvarez (CSEA 363)  
S. Minjares (CSEA 363)

### **Other Attendees:**

J. Pace  
R. Brown  
S. Brusseau  
S. Oklander  
J. Russell

### **Absent:**

D. Micetich (EVC College Council)  
E. Ayala-Austin (MSCC)  
F. Villa (CSEA 363)  
J. Bills (AFT 6157)  
W. Watson (CEM)  
EVC Student Government

B. Breland reminded the committee of their role to hear the reports at this meeting and take that information back to the appropriate constituency groups.

#### **1. Review of the Agenda:**

a. B. Breland reviewed the agenda with the District Council. No changes were made to the agenda.

#### **2. Approval of the February 28, 2019 Meeting Minutes:**

- a. M/S/P; Ayes – 21, Opposed – 0, Abstentions – 0, Absent – 5, Motion made by F. Espinoza; Seconded R. Pratt. The 02/28/2019 meeting minutes were approved as submitted.
- 3. College Highlights:**
- a. B. Breland reminded the group that this item continues as a standing item as a reminder of all the great things happening for our students, and asked that a representative be sent on your behalf if you are unable to attend.
  - b. EVC – Reported by K. Aytch:
    - i. Guided Pathways:
      - 1. EVC held a campus-wide leadership meeting two weeks ago with a focus on meta-majors and CE as well as a conversation around AB 705.
    - ii. San Jose Promise:
      - 1. An agreement was reached with the district-wide leadership team regarding cohort three funding and the number of students that would be served.
    - iii. Strategic Planning:
      - 1. EVC completed their draft, which will be presented at the next college council and fall PDD.
    - iv. AB 705:
      - 1. A meeting was held with the Counseling and English departments to work through areas of concern around AB 705. Additionally, EVC has created a video that will be shown at PDD on the topic of AB 705.
    - v. Vision for Success:
      - 1. EVC is prepared to submit their report. EVC has already met many of the goals up to this point and will provide a full report to the Board with the process completed over the next two weeks.
  - c. SJCC – Reported by R. Montemayor:
    - i. Guided Pathways:
      - 1. A work-session took place on March 13 with areas of focus including alignment, and a draft of principles of design.
      - 2. SJCC is merging GP and AB 705 together for the maximum use of resources.
    - ii. San Jose Promise:
      - 1. Working together with SJCC and the District towards cohort three.
    - iii. AB 705:
      - 1. SJCC has pilot programs in both math and English with Math at a 90% persistence rate.
      - 2. SJCC will have an independent evaluation completed as a method of providing the campus data on these programs moving forward.
      - 3. SJCC is working on a letter that will be posted on the website.
    - iv. Vision for Success:
      - 1. SJCC is aligned with the same metrics at the state. The plan has gone for first reading to the Academic Senate.
- 4. Accreditation Update:**
- a. EVC:
    - i. K. Aytch reminded the group that the annual report is due this Sunday, March 31.
  - b. SJCC:
    - i. R. Montemayor reported that the initial report would be submitted this week.
  - c. District:
    - i. JE reminded the group that a portion of the accreditation report resides with the district office and highlighted the importance of district office engagement at this time.
- 5. Resource Allocation Model Update –Performance Audit Update:**
- a. B. Breland provided an update that the consultant, Harvey Rose, is continuing to review financials, meet with staff and conduct a comparison of other area districts similar to ours. The final report is tentatively expected at the end of April.
  - b. B. Breland reminded the group that we have some final steps to conclude with the resource allocation model including business rules, with a plan to complete by the end of this semester.
- 6. Board Policy & Administrative Procedures:**

- a. B. Breland reminded the group of the importance of this on-going project as well as each committee member's role in the review process.
  - i. J. Pace provided a list of those [policies and procedures that are still under review](#) with the Policy Committee.
  - ii. J. Pace reported that the latest [CCLC updates](#) were received and would be distributed at the April District Council meeting.
  - iii. J. Pace reported that this year's review would consist of chapter 6 and chapter 7.
  - iv. J. Escobar reminded the group that our goal is to keep this process as simple as possible in an effort to create a streamlined and comprehensive review process.
  - v. J. Escobar cautioned around the importance of not creating opportunities for contradiction and thus would be working to develop standard operating procedures as AP's and BP's are reviewed and updated.
  - vi. E. Narveson reported that the Academic Senate approved the creation of the District Policy Committee, and that Andrea Lopez and Eric Narveson would serve as co-chairs.
  - vii. E. Narveson reported that the Policy Committee hopes to present approved AP's and BP's to the District Council by May.
- 7. [Review of District Council Committee Charge:](#)
  - a. Classified Senate Proposal:
    - i. B. Breland reminded the committee that we have a newly formed Classified Senate in our District. The Board of Trustees also supports the development of this group. We are now reviewing how the Classified Senate would integrate with the District Council membership.
    - ii. Andrea Lopez provided a [proposal to change the membership](#) to include seven Classified Employees (4 appointed by Classified Senate, and 3 appointed by CSEA, Chapter 363). Andrea Lopez commented that this number would accommodate both SJCC and EVC as EVC is in the process of establishing their own Classified Senate.
      - 1. A motion was made by Andrea Lopez. The motion was seconded by P. Fong.
        - a. Discussion:
          - i. E. Narveson asked how we would accommodate a District Office Classified Senate.
            - 1. Andrea Lopez noted that it could potentially add a person, but noted that would be something to evaluate at a later time.
            - 2. D. Hawkins commented that the appointment of an uneven number would violate ed. code and read the following statement from [education code Education Code Section 70901.2](#):
 

"These organizations shall not receive release time, rights, or representation on shared governance task forces, committees, or other governance groups exceeding that offered to the exclusive representative of classified employees."
    - ii. Alex Lopez made a motion to amend the proposal to include equal number of representation from both groups.
      - 1. F. Espinoza suggested the additional seat be an at-large seat.
      - 2. D. Hawkins noted that all Classified seats are at-large.
      - 3. P. Crawford cautioned around the fact that raising the Classified number of seats to 8, could create a request for an additional seat by the Faculty.
      - 4. E. Narveson seconded the motion to amend the proposal to include an equal number of Classified Employees.

- a. Ayes – 20, Opposed – 0, Abstentions – 1, Absent – 5. The motion to amend the proposal to include an equal amount of representation was approved.
- iii. F. Espinoza made a motion to amend the amendment to specify the additional seat be defined as an at-large seat with 4 seats appointed by CSEA and 4 seats appointed by Classified Senate.
  - 1. Seconded by D. Hawkins
    - a. Ayes – 21, Opposed – 0, Abstentions – 0, Absent – 5. The motion to amend the amendment to specify the additional seat be defined as an at-large seat with 4 seats appointed by CSEA and 4 seats appointed by Classified Senate was approved.
  - b. Andrea Lopez motioned to approve the proposal as amended, seconded by D. Hawkins. Ayes – 21, Opposed – 0, Abstentions – 0, Absent – 5. The motion to approve the proposal as amended was approved.

**8. Latest IT Developments:**

- a. B. Breland reminded the committee that this item would remain as a standing item as a method to communicate about the tools that we currently have available and asked that the committee share this information.
- b. Sergio Oklander provided a demonstration of the [self-guided placement tool](#).
- c. Alex Lopez thanked ITSS and others that worked very hard to complete this project.
- d. F. Espinoza cautioned around the student’s ability to bypass meeting with a counselor via the use of this tool.
  - i. Alex Lopez clarified that the students are required to complete a visit with a counselor as part of the orientation program. The self-guided placement tool was created as a tool for counselors.
  - ii. E. Pratt reminded that with AB 705 we also have AB 1805 which is the student’s right to know that they have the ability to choose. Is there a way to incorporate this into the letter messaging? Yes.
  - iii. S. Oklander noted that counselors have access to the student information as soon as it is submitted.
  - iv. S. Oklander clarified that, per AB 705, students cannot be tested within the self-placement tool. A. Herrera noted that there is some conversation going on as to if we can provide examples to the student to see if they remember learning a specific area. K. Aytch cautioned around the possible inconsistencies of one counselor asking questions and another not.
  - v. K. Aytch reminded the group that it is our goal to get the proper support to that student that needs it.
  - vi. S. Oklander reported that EVC’s self-guided placement tool will be up and running by Monday.
- e. B. Seaberry reported that he plans to demo the mobile app that he and his team have been working on during the April meeting.
- f. B. Seaberry commented in relation to AB 705 and student planning, some student plans took an extremely long time due to pre-requisite rules. Thanks to S. Oklander’s work those have now been eliminated and as a result we are hoping to hear about some improvement with this process.

**9. District Climate Update:**

- a. B. Breland reminded the group of the various forums that have been held at both campuses as well as the district office in an effort to open a discussion about various issues related to harassment, marginalizing, etc. that individuals may or may not have heard of going on throughout the district. B. Breland reported that those issues are being managed and that many great suggestions have been received as a result of these forums.

- b. B. Breland thanked everyone who participated in putting on these forums as well as those who attended and participated in these events.
- c. B. Breland further reminded the group that as leaders of this organization it is our responsibility to attempt to control what is happening in our units and provide resources and information to our staff as well as be there to listen if there is an issue that needs discussing.
- d. F. Espinoza suggested setting a time limit for these types of forums in the future.
- e. J. Le Dee thanked the Chancellor and leadership for holding these forums as it created an opportunity for her to speak a truth which resulted in a healing moment.
- f. Andrea Lopez agreed and suggested finding a way in the future to help avoid a meeting being held hostage to one or two individuals.
- g. P. Fong thanked the Chancellor for addressing the issues and noted that this is a great way to begin the healing process.

**10. Committee Reports:**

- a. DBC:
  - i. J. Escobar reported that the last DBC meeting did not have a quorum, thus only information items were discussed, including the method by which the district was able to fill additional golden handshake positions. J. Escobar further highlighted the importance of transparency and when something is not transparent, the importance of asking questions in a respectful manner. J. Escobar reminded that every action or inaction has an effect on someone else.
  - ii. J. Escobar reminded the committee that third quarter budget is ending as of March 31, 2019. This is an extremely busy time for fiscal services and business services. District Administrative and Fiscal Services goal is to provide support and resources to the colleges as much as possible.
- b. Tech Committee:
  - i. B. Seaberry reported that due to a low number of participants, the committee decided to delay until the next scheduled meeting.
  - ii. B. Seaberry reported on the items that will be discussed at the next meeting:
    - 1. Review of the technology plan initiatives
    - 2. Faculty technology survey
      - a. B. Seaberry commented that this survey is a national survey offered by Educause the leader in educational technology and asks questions related to classroom technology, how faculty are supported and what they might need to further support them.
      - b. B. Seaberry asked that the committee members help to get the word out about this survey. Seventy-seven faculty members have completed the survey. The deadline for completion is Monday, April 1.
- c. IE Committee:
  - i. B. Seaberry reported that the committee is still on hold and will reconvene in the fall.
- d. SJCC College Council:
  - i. R. Montemayor reported that SJCC is refreshing its College Council charge and working with the Academic Senate on how strategic planning could be better supported.
- e. EVC College Council:
  - i. K. Aytch reported that the EVC College Council met last week where the budget committee gave their semester report, and the IE committee forwarded eight reviews for information, of which action will be taken on during the next meeting.

**11. District Council Meeting Date Change:**

- a. B. Breland reported that the April District Council meeting would be moved from April 17 to April 25 as April 17 falls during spring break.

**12. Other Items:**

- a. Dollar Tacos:
  - i. P. Crawford commented on the great program that the SJCC ASG has created in an effort to assist in the food insecurities that many of our students face.
    - 1. A. Ross commented that they are looking into obtaining permits and possibly a food truck.

- b. Food and Housing Insecurities:
  - i. B. Breland commented on the very real issue facing our students of food and housing insecurities. Based on the recent [hope center survey](#), over 50% of our students are facing these issues today. A detailed report will come out in April.
  - ii. B. Breland further reported that the District has participated on the Food and Housing Insecurity Taskforce and will now lead the way in the development of the REAL College Coalition of California.
- c. Student Participation at District Council
  - i. P. Crawford noted a desire to see the Student Trustees also added to the District Council membership list in an effort to increase student representation.
    - 1. B. Breland noted that the district council membership currently hold two seats for student participation appointed from the student body government.
- d. SJCC ASG Student President Report-out:
  - i. Projects the ASG is currently working on include:
    - 1. \$1 Tacos
    - 2. Smoke free campus
    - 3. Amending bylaws
    - 4. Pilot program for gym access
    - 5. Consideration of student fee increase
    - 6. Changing parking tickets into passes
    - 7. Providing students privacy when visiting the food/clothing closet
    - 8. Upcoming student elections
    - 9. Animal shelter during finals week
  - ii. B. Breland thanked A. Ross for joining the meeting today and noted that this report is a great reminder that our students are very active and engaged.
- e. PDD – March 29, 2019:
  - i. Andrea Lopez reminded the group of the importance of all resource, materials, presentations, etc. are shared with the attendees of PDD in an accessible manner.
  - ii. K. Aytch reported that an Implicit Bias trainings will take place at both campus PDD's.
- f. Classified Employees:
  - i. Andrea Lopez reported that she is working with individuals and groups to spread the message that when referring to Classified; the preference is to refer to this employee group as "Classified" or "Classified Professional", and not Classified "Staff".
  - ii. P. Crawford commented that it would be helpful to create a pathway for those Classified employees that would like to make the transition from Classified to the classroom.
    - 1. J. LeDee noted that there are various local colleges that do offer these types of pathways that are fully supported by their districts.

**13. Adjournment:**

- a. The 03/28/2019 District Council meeting adjourned at 4:45 p.m.