



SJECCD DISTRICT COUNCIL MEETING MINUTES

September 27 2018

3:45—5:00 p.m.

SJCC – Technology Building Rm. T112

Attendees:

- A. Lopez (SJCC Academic Senate President)
- A. Lopez, (CSEA)
- B. Breland (Chancellor)
- B. Seaberry (Vice Chancellor)
- D. Hawkins (CSEA 363)
- D. Smith (Vice Chancellor)
- E. Ayala-Austin
- E. Narveson (District Academic Senate President)
- F. Espinoza (EVC Academic Senate Member)
- F. Villa (CSEA 363)
- J. Bills (AFT 6157)
- J. LeDee (CSEA)
- K. Aytch (EVC President)
- L. Tran for J. Escobar (Acting SJCC President)
- P. Fong (AFT 6157)
- R. Pratt (EVC Academic Senate)
- S. Alvarez (CSEA 363)
- S. Ho-Tran for Antoinette Herrera (MSC)
- S. Minjares (CSEA)
- V. Simmons (Chief Human Resources Officer)
- W. Watson (CEM)

Other Attendees:

- A. van Ommeren
- J. Pace
- P. Fitzsimmons
- R. Brown
- S. Brusseau

Absent:

- D. Micetich (EVC College Council)
- L. Harris (SJCC College Council)
- EVC and SJCC Student Government

B. Breland opened the meeting by thanking everyone who was able to attend today, and reminded the group that this District Council, whose membership includes all constituency groups across the organization, is responsible for absorbing the information reported here and then taking that information back to the 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 May 17, 2018 Meeting Minutes:

- a. M/S/C (Aytch/Smith) to approve the meeting minutes as amended.
 - i. F. Espinoza called attention to item #3 d., which should have been listed as **spring** 2018 rather than fall 2018.

3. College Highlights (Guided Pathways, San Jose Promise, Strategic Planning, AB 705 Update):

- a. B. Breland reminded the group as we begin the year, this planning group is responsible for carrying out the vision of the district, as well as relaying the information discussed back to the constituent groups. There are some major initiatives happening right now that should be on all our agendas as we work across the district.
- b. EVC:
 - i. AB 705: K. Aytch noted that thanks to Chancellor Budd and Interim Chancellor Breland, and the Academic Senates, we have had the opportunity to hold several meetings and workshops around AB 705. Our goal is to be completely in compliance by fall 2019. EVC hopes to have a Math 16 and English 106 course available in the spring, which will help with the implementation of AB 705.
 - ii. Guided Pathways: Workgroups have started with a focus in two areas, AD-T Mapping and Career Exploration. Rob Johnstone will return in early October where we will continue to have campus-wide discussions on this topic. We hope to fuse the AB 705 and Guided Pathways work.
 - iii. Strategic Planning: We have held three successful working meetings with a goal to present a draft in November, and to the Chancellor and Board by the spring of 2019.
 - iv. San Jose Promise: We have two cohorts totaling approximately 350 students with one student completing her AA this fall.
 - v. Accreditation: Re-affirmed, June 2018, Midterm Report due October 2020, Comprehensive Review due Fall 2023. KA highlighted the importance of the mid-term evaluation including recommendations and QFE. K. Aytch noted the key now is to keep the momentum going, as this is a viable trademark that the community looks at.
- c. SJCC: L. Tran thanked the staff, faculty and administrators for all their work completed thus far on these initiatives.
 - i. Guided Pathways: Rob Johnstone will return in early October, with a larger meeting with all the constituent groups to begin building out the Guided Pathways. There is also a statewide webinar offered on October 9 on Guided Pathways that we are offering our group to join.
 - ii. San Jose Promise: Students are doing well with about 300 students in each cohort, with about 100 of those students in the summer bridge program. Students still have a lot of challenges, childcare, work, etc. We are looking at these other challenges and solutions towards these issues.
 - iii. Strategic Planning: SJCC recently participated in the statewide peer review committee, "Institutional Effectiveness Partnership". As such, we were able to receive \$200k in funding for our participation.
 - iv. AB 705: Faculty will begin a training tomorrow in Emeryville around English, math, and CTE. The committee has met and are building out a self-assessment tool for AB 705 in an effort to ensure the student is going in the right direction.
 - v. Accreditation: SJCC chosen by the ACCJC as the role model based on our follow-up report. We are very proud of this. We are now beginning to meet

to build out on the recommendations of the visiting teams. Our goal is to begin the writing and communication with the constituent groups today.

- d. B. Breland commented that it is great to hear there will be integration of effort with AB 705 and Guided Pathways in order to maximize people's time on tasks.

4. Accreditation Update:

- a. B. Breland thanked the colleges for their reports on accreditations and thanked the district for their support.

5. Board Policies & Administrative Procedures:

- a. J. Pace reminded the group that the Board Policy and Administrative Procedures work transitioned to her as of July 2018 in her new role as Executive Assistant, Board Services.
- b. J. Pace noted that packet A and B were carried over from the May meeting, and called attention to the fact that this meeting marks the sixth review of BP 7250. Today's meeting will focus primarily on packet C.
- c. J. Pace will follow-up by sending these packets to all District Council participants via email and asked the membership to take these BP's and AP's back to their constituency groups, get their input, and bring it back to the October District Council meeting.
- d. J. Pace reminded the group that in addition to the legal updates (received two times per year) that must be considered by the District Council, we are also required to review Chapter 6: Business and Fiscal Affairs, and Chapter 7: Human Resources.
- e. J. Pace reiterated that the District Council's input is very much needed in order to move these policies and procedures forward.
- f. J. Pace reminded the group of the process in that Board Policies are approved by the Board, and Administrative Procedures are approved by the Chancellor and presented to the Board as information each November.
- g. Packet C:
 - i. BP 2310:
 - 1. Provided for information.
 - ii. BP 2410:
 - 1. J. Pace reminded the group that the accreditation team did look at this and found that our Policies and Procedures were not being reviewed. As a result, this body worked very hard to create and agree to the review process listed in AP 2410.
 - iii. AP 3500:
 - 1. Chief Morales reported that this change now includes the Milpitas Police Department in addition to the San Jose Police Department as we now have a site located in Milpitas.
 - iv. AP 3515:
 - 1. Chief Morales noted that he made changes to keep the language consistent (police services). Additionally, timely warnings and when they would be needed, are clarified in AP 3515. As a reminder, when dialing 9-1-1 from an internal phone, your call is automatically routed directly to Police Services.
 - v. AP 4255:
 - 1. J. Pace asked the District Council for their help and input to review this legally required AP, as we currently do not have an adopted version. J. Pace noted that she has reached out to the VPAS's at each campus for their input as well.
 - 2. A. Lopez noted that the Articulation Committee did work on this last year and would send the working version to J. Pace.
 - vi. BP 5040:

1. R. Brown noted that the way that our district defines director information was found to be overly restrictive. R. Brown conducted research among our neighboring districts and found that most are using the language that is suggested in this update.
- vii. BP 6750:
 1. Chief Morales reminded the group that AB 503 passed and from that, Vehicle Code Section 40220 was enacted which stipulates that our organization must allow for a parking citation payment plan.
- viii. B. Breland thanked J. Pace for her leadership in this project, as it is very important and required. We need everyone to participate moving forward in all aspects of the various BP's and AP's.

6. RAM Update:

- a. B. Breland thanked D. Smith and E. Narveson as well as the other members of the Taskforce for their hard work and dedication to this project. B. Breland noted that it is his expectation that we move forward with some type of plan, not a perfect plan, but a plan to begin moving forward. Organizationally, it is not efficient to continue as we have been for these last two years. B. Breland further noted that there are structures built into the model in order to continue to develop processes and procedures to account for the different types of expenses each college may have, as well as look at where improvements could be made after initial implementation.
- b. D. Smith noted that this process started in the spring of 2016 where D. Smith was asked to initiate a process that would lead to a new Resource Allocation Model outcome. As such, Roy Stutzman was brought on as a consultant and subject matter expert. Roy served with us for a year and provided a recommendation report as of August 2017. Subsequently, the Taskforce elected two co-chairs (D. Smith and E. Narveson).
- c. D. Smith reviewed the three documents provided today: 1) Agenda for the last meeting, 2) Approved model flow chart, 3) Process flow chart.
- d. D. Smith thanked all those that have served and reminded the group that the Board has a desire to see this approved by December 31, 2018.
- e. E. Narveson reported that we have new members since May 2018. We have an approved Revenue Allocation Flow Chart. We will review the specific percentage allocations with the Taskforce at the next meeting.
- f. E. Narveson noted that the next step is to submit a model to the Senates for their review and vetting, with the model being presented to the Board by their December meeting.
- g. D. Smith clarified the hold-harmless piece of the model in that a college would be held harmless in year 1 and year 2, with 2/3 held harmless in year three, and 1/3 in year four.
- h. P. Fong asked if the new State's funding formula might help us determine our RAM?
 - i. D. Smith noted that financially we will not have help from the state, but in ideas, we may find helpful areas.
- i. B. Breland reminded the group that we are in a very fortunate position in that we are in a basic aid district and the economy and enrollment are doing very well. This is a perfect time to try something new that is more directed and student focused in terms of budget.
- j. B. Breland noted that he is on a group at the state level to continue evaluating the state funding formula.
- k. E. Narveson noted that by the time the District Council meets in October, he hopes to have submitted a Resource Allocation Model to the Senates. Additionally, E.

Narveson offered to attend those Senate meetings to present or serve as a resource to the discussion.

7. Committee Reports:

a. District Budget Committee:

- i. D. Smith reported that the DBC met on August 30 where they reviewed the adopted budget. The next meeting is scheduled to take place on October 25 where the committee will review the first quarter budget report.

b. District Technology Planning Committee:

- i. B. Seaberry reported that the DTPC held its first meeting on September 13 that included the addition of some new members including members of the faculty, classified and manager groups.
- ii. The committee reviewed the self- evaluation, the purpose and charter statements as well as the Technology Master Plan, updates done at the end of the last year and began working on current projects.
- iii. B. Seaberry reminded the District Council of the SharePoint site that is available showing the current projects list.

c. Institutional Effectiveness Committee:

- i. A. van Ommeren reminded the District Council that the IEC was formed last year and is a subcommittee to the District Council that addresses districtwide research and planning issues. The first meeting was on September 6. We are working on a new dashboard with Precision Campus as well as creating a research approval process from outside researcher requests.

d. College Councils:

i. EVC:

1. K. Aytch reported that college council has met twice with meetings focusing on AB 705, Strategic Planning, Guided Pathways, San Jose Promise, issues surrounding facility updates, and we look forward to discussing some upcoming action items including faculty hiring.

ii. SJCC:

1. L. Tran reported that SJCC held its first meeting on September 21 where the committee discussed the charge for the year, reviewed the accreditation report, student success for SLO's, program reviews, and the possible allocation options for the IEPI \$200k received.

8. Other Items:

- a. Chief Morales reported that after working with the County and the City for the last year and a half, he just received confirmation that the City and County have agreed to change the parking regulations to 2-hours maximum during the day with no overnight parking.

- i. Some DC members voiced concerns regarding the affect this will have on students that park across the street, and some that live in campers parked along the streets due to various economic constraints.

1. B. Breland reminded the group that without these regulations, this area has been very tough to manage in terms of safety. If students have an issue with these new regulations, there are programs available on campus to help them. Additionally the entire system has created a taskforce to address these student issues, as it is an unfortunate but growing problem.

2. B. Breland noted that there is also a Safe Haven option which allows students to park in unoccupied parking lots at night such as church parking lots, etc. It is a managed process that has been

around for a couple of years. We have been asked to participate by a City Councilmember. More information will come forward as we know more about what we can support.

- b. D. Smith extended congratulations to Peter Fitzsimmons on his new appointment by the San Mateo CCD where he will begin his new assignment as District Budget Officer as of October 29.

9. Adjournment:

- a. The meeting adjourned at 5:01 p.m.