

SJECDD DISTRICT COUNCIL MEETING MINUTES

February 8, 2018

3:00—5:00 p.m.

SJCC Technology Center – T-112

Attendees:

D. Budd (Chancellor), D. Smith (Vice Chancellor), K. Garcia (Vice Chancellor)
K. Aytch (EVC Interim President)
P. Fong (AFT 6157), J. Bills (AFT 6157), J. Covarrubias (SJCC Academic Senate President), E. Narveson (EVC Academic Senate), F. Gonzalez (DO Academic Senate President)
D. Hawkins, S. Minjares, Faustino Villa (CSEA 363)
A. Herrera, A. Tanon (MSC)
W. Watson (CEM)
L. Harris (SJCC College Council)

Other Attendees:

R. Brown, P. Fitzsimmons, Sam Ho, A. van Ommeren, Lisa Owen (District Services), Steven Graham (EVC), Sam Ho (District Services)

Absent

S. Alvarez (CSEA 363)
B. Clift Breland (SJCC President)
A. Herrera, (MSC)
J. LeDee (CSEA)
A. Lopez, (CSEA)
D. Micetich (EVC College Council)
B. Seaberry (Vice Chancellor)
EVC and SJCC Student Government

Recorder:

S. Brusseau/J. Pace

Chancellor Budd introduced new Executive Director of AFT 6157, Jennifer Bills, to the group. Jennifer previously worked with the County of Alameda managers and supervisors union.

Dr. Budd further reviewed the function and purpose of the District Council as providing input and direction on matters related to Board Policies and Administrative Procedures, as well as input on Strategic Priorities and other projects taking place throughout the District.

1) Review of the Agenda

Dr. Budd reviewed the agenda and noted that Technology Updates will be removed as Vice Chancellor Seaberry will not be in attendance.

2) Approval of December 14, 2017, Meeting Minutes

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M/S/C (Gonzalez/Narveson) to approve the meeting minutes as amended: Fabio Gonzalez was in attendance at the December 14 meeting. All voted yes.

Dr. Budd reminded DC members that we will no longer be providing hard copies of all documentation reviewed by this group but rather it will be available via the SharePoint drive.

Dr. Budd noted that the 508 Compliance Project is nearing completion, and she asked that all DC members continue their efforts to ensure that all PDF's loaded on the website meet the 508 compliance requirements.

3) Strategic Priorities

Executive Director Alice van Ommeren discussed the lengthy process that the district and campuses have gone through to update the Strategic Priorities, including meetings, retreats, workgroups, Academic Senate meetings and review by District Council. The Strategic Priorities went to the Board for a first reading in December and will be on the February Board agenda for approval.

The purpose of this work is to provide a map or a guide for the District and Campuses as we move forward with planning. It is in line with our current Board Ends Policies of Student Success and Community Impact, our mission, vision and values, and with the vision of the State Chancellor's Office, as well as our current Educational and Facilities Master Plans, Communication Plan, and other planning documents.

Dr. van Ommeren expressed her desire to ensure the District Council had one more opportunity to review the final document before it is taken to the Board on February 13.

Vice Chancellor Garcia stated that it is a wonderful document. Dr. Budd reminded DC members that this document will serve as a resource for the colleges as they create their strategic plans and annual goals.

Dr. Budd called for a vote from the District Council to accept this document.

M/S/C (Aytch/Herrera) to accept the Strategic Priorities document as presented. All voted yes.

4) Technology Updates

This item was removed from the agenda.

5) Accreditation Report Highlights

EVC Interim President Aytch reported that both colleges have follow-up reports due to ACCJC on March 15. The focus of EVC's report is in the area of effective contact hours for on-line courses. He thanked Vice President Gonzalez, Dean Apen, the Academic Senate and Nasreen Rahim as well as other team members for all the work they have done in putting the report together. This report has been approved by the Academic Senate and will be reviewed by the College Advisory Council on Monday. He is pleased with the overall quality of the report.

Dr. Budd stated that both colleges have been reaffirmed with EVC being required to provide a report in March, and SJCC required to provide a report and have a visit to address compliance issues found during the Oct 2016 visit. Most issues were addressed immediately after the visit.

Mr. Lamel Harris reported that SJCC's report was presented to the Academic Senate this week as well as at two campus open forums. The report will be presented to the Board on February 13 for a first reading and for approval at the March 13 meeting.

Dr. Budd noted that the goal is to have both colleges reaffirmed with the midterm report taking place in fall 2020 and the next full visit taking place in fall of 2023. The goal is to continue the great work we are doing and to have the evidence of that work available.

Mr. Harris stated that what we are doing now in preparation for this report and visit is what we should continue to do every day so as to avoid being reactive when accreditation time comes around.

Dr. Budd agreed and stated the go-forward goal after all compliance issues have been addressed is to continue this work and allow more time and effort towards future planning, such as dual enrollment, advanced manufacturing, curriculum development and Guided Pathways.

6) Outreach Plan

Vice Chancellor Smith reported the Outreach Plan went to the Board for its first reading in November of 2017. The report was substantially developed with the Board Outreach Ad hoc Committee, which consists of Trustees Cruz, Nguyen, and Ho as well as internal staff. Mr. Sam Ho, our Outreach Coordinator, has done an outstanding job in getting the word out and reaching out to the underrepresented groups highlighted in the plan.

Mr. Sam Ho thanked the team and all who contributed to this document and also expressed appreciation to the Academic Senates. Mr. Ho reiterated that the Outreach Plan's purpose is to reach out to those under-represented and small business vendors in our area. He noted that last year we asked our community to support a \$748m bond, and it would be great if our District could provide opportunities to those same businesses. Mr. Ho stated that this document serves as a resource of how the district can unbundle projects to make them more accessible to small and minority businesses and how to create partnerships and collaborations with local businesses. He reported that this plan will go to the Board for approval at the March 13 meeting.

Vice Chancellor Garcia clarified that this document speaks to construction and non-construction related business and contracts; but there are other areas where we could apply the principles of this plan. Chancellor Budd agreed that it could also be expanded to include supply vendors and other areas pertaining to our district, which is indicated on page 5 but not included in the title. Ms. Garcia suggested making a list of these types of smaller vendors that the District as a whole is trying to reach.

Mr. Ho reported on the monthly information sessions he holds at the district for local businesses that want to learn how to do business with the District and Colleges. He also attends the La Raza monthly meetings where he makes many connections with those local, underserved businesses.

7) Guided Pathways

EVC Academic Senate President Narveson stated that it was refreshing to hear Rob Johnstone's perspective that he is here to help guide the college and serve as a resource rather than make a directive to the colleges. This isn't a directive coming to faculty, but assisting the faculty on how to guide students on which path they should take in regards to the History and Political Science requirements. It's his desire to encourage teaching staff to serve in this capacity and assist the counselors' efforts in terms of creating the right pathway for their students. All instructors should have an understanding of how to do this, and all teaching staff should feel empowered to do this.

SJCC Academic Senate President Jesus Covarrubias reported that he was unable to attend the Rob Johnstone sessions. He agreed with Mr. Narveson's statements of empowering our teachers to know how to guide students on the right path. He reported that SJCC created a third path available to students for the history/political science requirement which integrated Mexican-American history.

Academic Senate member Phil Crawford added that SJCC has found that in terms of those students less ready for college versus those that are ready for college, it is the students that are less ready that have a higher success rate due to the additional services and resources made available to them. He expressed the need to make non-credit students feel welcome and do away with the barriers that exist, such as parking fees for those students who cannot afford that cost.

Dr. Budd agreed and added that this ties into Guided Pathways and scaling up the successes in programs like EOPS, Athletics and the Promise. In terms of solving the parking issues, there are things we can look at with our surplus funds as well as our Equity and SSSP funds.

EVC Interim President Aytch reported that Rob Johnstone visited EVC on Tuesday, February 6, and he began with their Core Group where they established learning outcomes for that day. Throughout the day Mr. Johnstone addressed the campus and held focus groups. Mr. Aytch added that a work plan was discussed as well as program mapping, which included Faculty, Counselors, Librarian and Early Advising. There is additional funding we could get for non-credit students. It's about social justice, and we should look into all the possible funding sources. He reported that EVC will be holding a workshop at their spring PDD on Guided Pathways.

Mr. Lamel Harris added that Guided Pathways is a movement and that it will take a lot of time to get everything in sync. There will be a lot of front loading; and, hopefully, we can implement it by fall 2019 or fall 2020.

Dr. Budd agreed this is a movement and not an overnight initiative. She thanked all for their work completed and going forward.

8) Committee Reports

District Budget Committee: Vice Chancellor Smith reported the DBC met on February 1 where they discussed the Governors proposed budget, reviewed the first draft of the Board Budget Study Session presentation, and reviewed at length the Second Quarter Budget Report.

College Council:

Mr. Aytch reported that EVC's first College Council meeting will be held on Monday, February 12.

Mr. Harris reported that SJCC held their first College Council this week, and the main focus was reviewing and discussing the Resource Allocation Model and what that funding may look like from the State and how that will affect SJCC in general.

9) Budget Workshop Presentations

Vice Chancellor Smith reviewed the Board Budget Study Session presentation and noted this presentation is an annual report he gives to the Board, and he will also ask the Board to approve the budget principles. He will highlight the District's present budget status, including the beginning fund balance and projected fund balances, the RAM Process, the budget at the State level, the upcoming Credit Rating meetings, and the upcoming bond issuance in May 2018.

In reviewing the expenditures, Mr. Smith noted there is a deficit factor of \$2 million in out years. The underlying assumption is 4.94% for property taxes; but an hour ago, he got the news that the data point is up to 7.97%. Health care rates for this year increases 15.5% for Kaiser and 8.9% for Blue Cross.

Mr. Fitzsimmons noted these numbers currently do not reflect the \$3.2m on-going Cadillac Tax burden as that has been pushed to the out-years.

Mr. Smith also reviewed Enrollment History and Certificate, Degrees and Transfer graphic portrayal slides.

Ms. Alma Tanon inquired where Student Services fits in with college programs. Mr. Narveson answered that the RAM decides how much each college will have and then we will have an additional amount in other areas, knowing that CTE programs cost more than others in the District. He added that Student Services could be measured for the incentive funding based on how many students are being served.

Mr. Gonzalez inquired about the impact on categorical programs allocation for a basic aid district like ours. He noted that based on conversations he's heard at the state level, our district will get hit because we are not part of this funding formula. Mr. Fitzsimmons reported the State may consolidate categoricals that will come in the form of block grants instead of individual grants.

Mr. Smith provided the Board Budget Principles and highlighted the addition of two new principles.

Mr. Crawford expressed concern that based on the good news regarding the new data points, it's more important to serve students instead of providing funds towards a rainy-day fund. Mr. Narveson stated that he is glad that the Board is going to be deciding how and when to access the rainy day fund and adds that at some point we should ask them to decide what constitutes a measurable standard to take money out (i.e. a more descriptive economic down turn), and what would be the trigger to begin putting funds back in (i.e. an economic upturn).

10) Board Policies & Administrative Procedures

Dr. Lisa Owen reviewed Packet D - Board Policies & Administrative Procedures for Second Reading noting that all packets were sent out to the group prior to today's DC meeting for a first reading and today's meeting would be considered the second reading.

DC members inquired why the word "temporarily" was added to BP 5030 Fees. The group agreed to remove this word.

In the review of BP 7250 Educational Administrators, Mr. Gonzalez stated that the first bullet concerns 10+1 and that the Senate and the District are supposed to work out this policy. Ms. Garcia confirmed that this has been in place for many years since the minimum qualifications were accepted. Mr. Crawford stated there needs to be a lot of work to determine what constitutes a vacancy because administration can make a decision to open a position and decide to put an administrator in there to teach instead of a faculty member. Dr. Budd noted that this policy is also in Ed Code. It's not about creating a vacancy but for a vacancy that already exists. Ms. Garcia stated that funded positions that are not filled would be considered a vacancy.

Dr. Budd requested we hold BP 7250 for a fourth reading at the next District Council meeting and approve the remainder of packet D.

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Packet A - Review of Board Policies & Administrative Procedures with No Recommended Changes was submitted for a first reading. Dr. Owen requested the DC bring any inputs on those policies to the next DC meeting.

Packet B - Review of Board Policies & Administrative Procedures with Minor Recommended Changes – DC members were OK with this packet.

Mr. Gonzalez noted that he and the SJCC workgroup have spent many hours reviewing both packets B and C and noted that much work was needed in Packet C. His group's work has reviewed these policies and procedures against both college catalogs and Title V. Dr. Owen worked with both EVC and SJCC so they have a thorough review of Packet C. He really stands behind the words that went into these two packets.

Packet C - Board Policies & Administrative Procedures with Significant Changes

Dr. Budd stated we already have a BP 4020 in place that has been approved and includes class hour, lab/lab work, and clock hour. We also have an AP in place that includes the definition of a credit hour. As is standard during the cyclical review, we update BP's and AP's twice a year in line with CCLC.

Mr. Gonzalez noted that we are bringing back BP 4020 after discussion with the curriculum chairs, and based on their training there are changes that need to be made.

Dr. Owen reminded the DC that this is the year we are responsible for reviewing both chapters 4 and 5.

Mr. Gonzalez voiced concern with disciplinary procedures stating that we currently don't have any in place and our faculty and staff are uninformed and untrained as to how to handle such instances. Ms. Garcia answered there are procedures in place that were recently updated in the last two years and have since been used three times since that update. Mr. Gonzalez stated that training is needed for the faculty and staff around those procedures. Mr. Covarrubias added that the student appeal length of time needs to be reviewed. Dr. Budd agreed that training and consistency is needed across the colleges and district.

Dr. Budd thanked everyone for their work on these policies and procedures as we go through the review cycles together.

Dean Herrera noted a correction that was needed in BP 4106, first paragraph - AND Program should be A-D-N Program.

11) Other Items

There were no other items.

The meeting adjourned at 4:50 p.m.