DISTRICT COUNCIL COMMITTEE

Click date to view
Press Home key to return to table of contents

February 21, 2013 Agenda & Minutes
March 21, 2013 Agenda & Minutes
April 18, 2013 Agenda & Minutes
May 16, 2013 Agenda & Minutes
September 19, 2013 Agenda & Minutes
October 17, 2013 Agenda & Minutes
November 21, 2013 Agenda & Minutes
## AGENDA
**DISTRICT COUNCIL MEETING**  
**DO Conference Room**  
February 21, 2013  
3:00 – 5:00 p.m.

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>PRESENTER/S</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Adoption of the Agenda</td>
<td>All</td>
<td>5 min</td>
</tr>
<tr>
<td>2. Approval of the December 20, 2012, Meeting Minutes</td>
<td>All</td>
<td>5 min</td>
</tr>
</tbody>
</table>
| 3. District Committee Reports  
   a. District Budget Committee  
   b. District Audit Committee  
   c. CBOC  
   d. Retirement Board  
   e. Benefits Committee  
   f. Student Success Committee  
   g. Civility Task Force | Smith/Fitzsimmons/Garcia/Cepeda | 10 min |
| 4. Hiring Procedures: Hiring Committees Representation | Cepeda/Garcia | 20 min |
| 5. Update on Harassment/Discrimination Policies & Procedures | Cepeda/Kavalier/Yong | 10 min |
| 6. Accreditation: Next Steps | Cepeda/Kavalier/Yong | 20 min |
| 7. Board Policies | Cepeda/Ledesma | 10 min |
| 8. Library System Replacement Project | Russell/Bob Wing/Lorena Mata | 15 min |
| 9. Introduction to Key Future Issues  
   • Adult Education  
   • Enrollment Status/Enrollment Management  
   • Milpitas/SJECCD Joint Education Center | | 15 min |
| 10. Other | | 10 min |
SJECCD DISTRICT COUNCIL MEETING MINUTES

February 21, 2013
3:00—5:00 p.m.
DO Conference Room

Attendees:

Other Attendees:
L. Mata, A. Tanon, I. Archuleta, G. Nelson

Absent:
M. Casas, P. Fitzsimmons, D. Hawkins, C. Heimler, R. Jalomo, M. Russell, Shawn Sieu-Nguyen, H. Yong

Recorder:
J. Pace

1) Adoption of Agenda

M/S/C (Kimura/Thompson) to adopt the agenda as amended. Agenda Item No. 8 Library System Replacement Project was moved to after the approval of the December 20 meeting minutes.

2) Approval of December 20, 2012, Meeting Minutes

M/S/C (McKee/Narveson) to approve the October 18, 2012, meeting minutes as submitted.

3) Library System Replacement Project

Chancellor Cepeda stated that the contract for the library systems refresh through Innovative Interfaces, Inc. would be submitted to the board for approval at the March 12 board meeting. In Dr. Russell’s absence, faculty provided an overview of what the refresh entailed and its benefit to the district and, especially, our students. Ms. Lorena Mata, Librarian, EVC, discussed how the updated system would simplify students’ ability to conduct research. Ms. Alma Tanon, EVC Financial Aid Office, provided information about how the system would enhance services to students by enabling them to order materials and pay fees online using their laptops and smartphones. Chancellor Cepeda stated that providing online access for students is a major interest of our Board of Trustees because this function would strengthen our district’s support for students, a critical component for achieving student success.
4) District Committee Reports

District Budget Committee – Vice Chancellor Smith reported on the January 31 DBC meeting. He stated that the DBC reviewed the 2nd quarter budget report. The DBC also discussed the 3.6% funds available through the passage of Proposition 30. Although we don’t yet know the form in which we will receive the funds, i.e. COLA, growth, restoration of categorical programs, etc., once that information becomes available; the DBC will review the various options for using these funds.

District Audit Committee – Mr. Peter Fitzsimmons, Director of Fiscal Services, provided an update on the upcoming audit activities. The Board Audit Committee meets twice a year, and the next meeting is scheduled for March 7. At that meeting, the auditors will discuss details of the upcoming district audits, including the field work they will be conducting on June 17. They will also present to the Board Audit Committee the results of the Board of Trustees and Chancellor’s Office detailed audit. The auditors will come back in September to review the district’s books.

CBOC – Vice Chancellor Smith reported on the January 15 meeting, in which the CBOC reviewed current bond activities to ensure the district is complying with regulations. Ms. Kathleen Kyne, who recently completed her service as Chair of the Committee, will provide her last report to the board at the February 26 board meeting.

Retirement Board – Mr. Peter Fitzsimmons announced the RB has not met since last DC meeting. He reported that the next meeting is scheduled for April 25.

Benefits Committee – Vice Chancellor Garcia reported the last meeting was held at the end of January, and the district now has a new benefits broker. The advantage provided by our new broker is that it put pressure on our current vendors in terms of lowering the ratios, which will enable us to lower our health care costs without changing our health plans. We will receive more information in early March regarding the costs of our medical benefits next year.

Student Success Committee – Chancellor Cepeda reported on the Board Student Success Committee, which met yesterday. The committee focused on three basic points; 1) Advocacy – What are the things this board will do to advance its own student success policy? 2) Student Success Policy – What resources will be made available to implement the policy? And 3) Implementation of Outcome Measures – The ability to measure student success outcomes in a number of categories. The Chancellor charged Executive Director Hawley to establish a workplan for that implementation.

Civility Task Force - Chancellor Cepeda reported the task force met on February 6 to review the first draft of the district’s civility statement. Mr. Sam Ho will email the first draft to DC members for review with their constituents. The next step is to develop a timeline for the tasks assigned to each sub-group. Chancellor Cepeda announced she would provide more details of the work of the task force in her Friday letter to the district.

5) Hiring Procedures: Screening Committees Representation

Chancellor Cepeda distributed a document outlining the current composition of screening committees, the recommended changes from MSCC, and the changes she will implement for future screening committees. She stated that DC members have expressed concerns about the district’s hiring procedures and has requested thorough review before any changes were made.
to the composition of the screening committees. However, MSCC brought their concern to the Chancellor that there was not adequate representation for their group in the hiring of administrators. In many cases, other constituency groups had greater representation. Chancellor Cepeda agreed with their recommendation to appoint additional MSC members for administrative hires; in particular, for the hiring of educational administrators. The principle she used in making these changes is based on getting the best expertise on the various screening committees. She stated she wanted to explain her rationale for the changes that will soon be implemented. Ms. Marjorie Clark requested that changes to the composition of screening committees be part of an overall process of the review of the district’s hiring process. She also expressed concern that the number of committee members, as proposed, would make them too large to work effectively. Ms. Tomisaka expressed concern about CSEA members serving on committees with managers/supervisors who they report to. Mr. Fabio Gonzalez expressed concern that the hiring procedures do not allow the committee chair to move forward to the next level of interviews. The chair should be allowed to sit on the last level of interviews, same as the hiring administrator. Mr. Gonzalez also stated the importance of having a Diversity Officer included in the screening committees. Vice Chancellor Garcia stated that our district does not have an institutional EEO representative, and this is one area we can strengthen. Mr. Sam Ho stated that our district is one of the best in the state as far as the desired outcome of having a diverse workplace, and our process does work to some extent. FA President Yancey stated that he did not see how adding more MSC representation to the academic administrators’ screening committees was meeting the Chancellor’s goal of greater expertise and diversity.

6) Update on Harassment/Discrimination Policies & Procedures

Vice Chancellor Garcia stated the district needs to revise its harassment procedures. It took over a year to review this procedure. She had brought this document to the last DC meeting and requested constituency review. The OCR (Office of Civil Rights) has indicated they will be providing recommendations to us in March. Therefore, she will bring the document back to the March 21 DC meeting, which will include the OCR recommendations. However, the district needs to move forward on this work.

7) Accreditation: Next Steps

Chancellor Cepeda distributed copies of the EVC and SJCC letters received from the Accrediting Commission and expressed excitement that the colleges were removed from Probation and Warning. However, because the letters do include SLO recommendations, we need to continue making progress on that work. At EVC the recommendation implies that SLO’s will become a part of the evaluation process.

Vice President Archuleta stated that EVC is preparing a letter to send to students regarding the reaffirmed accreditation status. The college is also planning a couple of town hall meetings to provide the information to faculty, staff and students and will plan a celebration sometime in March. Vice President Nelson reported that SJCC is working on its accreditation mid-term report and is also planning a campus celebration on March 19.

8) Board Policies

Chancellor Cepeda distributed the updated board policy dashboard and a copy of BP 1100 The San José- Evergreen Community College District, which is a description of the district. Chancellor Cepeda asked each constituency group to review this policy with their own constituents and provide recommended changes at the March 21 DC meeting.
9) **Introduction to Key Future Issues**

Adult Education - Chancellor Cepeda reported on the Governor’s proposal to move adult education from K-12 to the community colleges. Right now community colleges can offer adult education programs, but only through agreement with K-12. As we move in this direction, it will be a positive action that will help us better serve the needs of the community that is served by our district. However, we need to determine budget, curriculum, and how it fits with our overall philosophy.

Enrollment Status/Enrollment Management – Chancellor Cepeda stated that the district is watching very carefully our funded FTES. Because of what we had last summer, there is not a concern about meeting our funded cap. The presidents are working with staff and faculty to ensure strategies are put in place to ensure we meet our targets. We need to think about enrollment management in the same manner as we do with the budget. There is a subgroup that has been meeting over the past year who has been working on enrollment management principles. That work is near completion, and an enrollment committee will soon be formed with representatives from both colleges to work on implementation.

Milpitas/SJECCD Joint Education Center – At the February 26 board meeting, the board will review the guidelines and principles for the agreement as well as issues associated with the facility. Moving forward, the legal teams of both districts will review the details of the land lease agreement.

The meeting adjourned at 4:33 p.m.
<table>
<thead>
<tr>
<th>TOPIC</th>
<th>PRESENTER/S</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Adoption of the Agenda</td>
<td>All</td>
<td>5 min</td>
</tr>
<tr>
<td>2. Approval of the February 21, 2013, Meeting Minutes</td>
<td>All</td>
<td>5 min</td>
</tr>
<tr>
<td>3. District Committee Reports</td>
<td>Smith/Fitzsimmons/Garcia/Ho</td>
<td>20 min</td>
</tr>
<tr>
<td>a. District Budget Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. District Audit Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. CBOC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Retirement Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Benefits Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Student Success Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Civility Task Force</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Update on Harassment/Discrimination Policies &amp; Procedures</td>
<td>Garcia</td>
<td>15 min</td>
</tr>
<tr>
<td>5. Board Policies</td>
<td>Ledesma</td>
<td>15 min</td>
</tr>
<tr>
<td>a. BP 1100 The District</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. BP 7250 Ed Administrators</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Strategic Goals</td>
<td>Hawley</td>
<td>15 min</td>
</tr>
<tr>
<td>7. Community Advisory Committee</td>
<td>Ho</td>
<td>10 min</td>
</tr>
<tr>
<td>8. Other Items</td>
<td></td>
<td>35 min</td>
</tr>
</tbody>
</table>
SJECCD DISTRICT COUNCIL MEETING MINUTES

March 21, 2013
3:00—5:00 p.m.
DO Conference Room

Attendees:

Other Attendees:
Absent:

Recorder:
J. Pace

1) Adoption of Agenda

M/S/C (Smith/Mckee) to adopt the agenda as submitted.

2) Approval of February 21, 2013, Meeting Minutes

M/S/C (Smith/Mckee) to approve the February 21, 2013, meeting minutes as submitted.

3) District Committee Reports

District Budget Committee – Vice Chancellor Smith stated there is still a lack of news from the state. However, at today’s DBC meeting, the committee reviewed the 2nd quarter report and worked on apportionment simulations. We are now in the process of reviewing estimates based on the latest information we are receiving from the state. This will become the basis from which the 3rd quarter budget will be developed. From our simulation, the current assessment is that funding we are receiving from the EPA (Education Protection Act,) property taxes and fees is exceeding the money we are guaranteed from the state. And this puts us into a Basic Aid or almost Basic Aid status.

Vice Chancellor Garcia stated that some of the messaging coming from the state will not necessarily be pertinent to us. There has been a stabilization of our district’s finances, and it’s important for this information to be communicated district-wide. She requested that DC members look for ways in which they could communicate with their constituents. Vice
Chancellor Smith stated he and Mr. Fitzsimmons would be happy to attend any meetings of the various groups represented at the DC meeting to report on the district’s financial situation. EVC Academic President Narveson stated he would like to schedule a time for them to attend a regularly scheduled meeting of the Academic Senate.

District Audit Committee – Mr. Peter Fitzsimmons, Director of Fiscal Services, reported on the last meeting of the audit committee. The committee meets twice a year. On March 7 the committee met and discussed the upcoming in-house audits to be conducted in June and September. The Board Audit Committee has two new members, Trustees Ho and Nasol, who is the current chair of the committee. Trustee Dhillon continues to serve as a committee member. One of the requests made by the Board Audit Committee was for the auditors to conduct a thorough audit of bond expenditures. Proposition 39 already calls for an audit of 35% of all bond transactions, and they will proceed on that basis. For the second year in a row, a thorough review of the Board and Chancellor’s Office detailed expenses were audited, and there were no findings. At the March 12 board meeting, Trustee Nasol reported on the letter the Board received concerning those audits, and that letter is attached to the BoardDocs agenda item in the Oral Communications section.

CBOC – Vice Chancellor Smith reported the CBOC met last Tuesday evening. A new chair, Mr. Joe Beeker and vice chair, Mr. Jimmy Wyn were elected. During the meeting, Gilbane provided project highlights of Measure G-2004 and Measure G-2010 and distributed an update project list.

Retirement Board – Mr. Peter Fitzsimmons announced the RB has not met since last DC meeting. He reported that the next meeting is scheduled for April 25.

Benefits Committee – Vice Chancellor Garcia reported

Student Success Committee – Mr. Sam Ho distributed the district’s Student Success definition and policy. The next meeting is scheduled for Wednesday, April 10, from 5:00—6:30 p.m. in the SJCC Technology Center, Room T-112. Many DC representatives are already on the committee. Dr. Hawley stated she is student success metrics, which will be distributed at the May committee meeting. This will be an ongoing activity.

Civility Task Force – Mr. Sam Ho distributed the draft SJECCD Civility Statement, which has been developed by the group, which will soon be presented to the Board for approval. The focus has been on how to respect one another. Oftentimes, it’s not what we say, but how we say it. The committee met four times this year, and small subgroups have been formed and assigned with various tasks. He invited everyone to attend the next meeting, which is scheduled for Wednesday, April 10, from 3:00—5:00 p.m. at SJCC, Room T-112.

4) Update on Harassment/Discrimination Policies & Procedures

Vice Chancellor Garcia stated that at the last DC meeting, she mentioned that the policy was awaiting input from the Office of Civil Rights. However, the information they provided was not clearly articulated; and it doesn’t seem to be about us. The Title V regulation they would like to have us adjust is in relation to students and not employees. Therefore, we will advance our own policies and procedures and will be reconnecting with each constituency group. We are not going to wait and will bring this forward to the April 18 DC meeting.
5) **Board Policies**

Vice Chancellor Garcia stated that at the last DC meeting BP 1100 The District was distributed for the purpose of review by constituency groups. She asked if there were any recommended changes before the policy is included in the April 9 Board meeting agenda. MSCC President McKee reported that MSCC recommended the following change: To add Number 4 District Office, and since the statement discusses colleges and education center, and not administrative offices, the introduction statement should also be reworded as follows:

The District consists of the following colleges, education centers and offices:

DC members agreed with that revision; therefore, Vice Chancellor Garcia stated the policy would be moved forward with that recommended change.

Vice Chancellor Garcia distributed BP 7250 Educational Administrators. She requested that DC members take this draft back to their constituents for review and report any recommended changes at the April 18 DC meeting. Executive Director Ledesma will forward e-copy of the policy to all DC members.

6) **Strategic Goals**

Executive Director RIE Hawley distributed the SJECCD Strategic Planning Timeline, which includes current and future activities regarding the strategic planning process. She also distributed the SJECCD Strategic Goals 2013-2017, which is being prepared for approval by the Board. Before it is sent to the Board for approval; however, the DC needs to review with their constituents and bring back for the DC for a final review. She noted the five major areas: Student Success, Work Environment, Workforce and Economic Development, Organizational Development and Sustainability and Technology. Dr. Hawley distributed a list of DO Strategic Planning Functional Steering Group Teams and asked DC members to recommend any additional participants they consider would be an asset to each group listed. There is no limit to the number of participants, although a group that's too large may have difficulty finding a time when its members could meet. Vice Chancellor Garcia requested DC members to review the five goals listed and think about the composition of the groups. If there is someone left out who would be a key contributor, please inform Dr. Hawley so she could add that person to the group. Vice Chancellor Garcia also expressed concern that we need to better capture the voice of faculty and should probably add interested members to the groups.

Dr. Hawley will send an e-copy of the three attachments to all DC members.

7) **Community Advisory Committee**

Mr. Sam Ho announced that the first meeting of the Chancellor’s Community Advisory Committee is scheduled for Thursday, April 4, at 7:30 a.m. in the District Board Room. Everyone is invited to attend. So far, over 50 people have confirmed they plan to attend. The Chancellor will begin the meeting with a 10-minute presentation about or district. After that, tables will be set up for about 8-10 people for discussion. We plan to have district members lead the tables and then report on the contents of the small group discussions. The ultimate purpose of this meeting is for the Chancellor to receive community input, which will assist us in determining whether or not our plans are in alignment with the needs of the community.

8) **Other Items**
CSEA Vice President Gene Heck requested an organizational chart listing the various district employee titles and what group, i.e. CSEA, MSCC, each title represents. There has been some confusion as to which district members is included in the different constituency groups. Vice Chancellor Garcia stated that she would provide this information at the April 18 DC meeting. Mr. Heck also requested information about why the district and college parking permits are not acceptable when parking at the Technology Center. Vice Chancellor Garcia stated that Vice Chancellor Coen will provide this information at the next DC meeting.

The meeting adjourned at 4:08 p.m.
<table>
<thead>
<tr>
<th>TOPIC</th>
<th>PRESENTER/S</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Adoption of the Agenda</td>
<td>All</td>
<td>5 min</td>
</tr>
<tr>
<td>2. Approval of the March 21, 2013, Meeting Minutes</td>
<td>All</td>
<td>5 min</td>
</tr>
<tr>
<td>3. District Committee Reports</td>
<td>Smith/Fitzsimmons/Garcia/Ho</td>
<td>20 min</td>
</tr>
<tr>
<td>a. District Budget Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. District Audit Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. CBOC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Retirement Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Benefits Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Student Success Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Civility Task Force</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Board Policies</td>
<td>Smith</td>
<td>30 min</td>
</tr>
<tr>
<td>a. Chapter 6: Business &amp; Fiscal Affairs</td>
<td>Garcia</td>
<td></td>
</tr>
<tr>
<td>b. BP 7250 Ed Administrators</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Harassment/Discrimination Policies &amp; Procedures</td>
<td>Garcia</td>
<td>10 min</td>
</tr>
<tr>
<td>6. Civility Statement</td>
<td>Cepeda</td>
<td>20 min</td>
</tr>
<tr>
<td>7. EEO &amp; Diversity Plan</td>
<td>Ho</td>
<td>10 min</td>
</tr>
<tr>
<td>8. Other Items</td>
<td>Cepeda/Aguirre/Smith</td>
<td>20 min</td>
</tr>
<tr>
<td>a. Hiring Procedures Review Process</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Security Master Plan Update</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Milpitas/27 Acres Project</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SJECCD DISTRICT COUNCIL MEETING MINUTES

April 18, 2013
3:00—5:00 p.m.
DO Conference Room

Attendees:

Other Attendees:
R. Aguirre, H. Gee

Absent:
M. Casas, F. Gonzalez, C. Heimler, B. Kavalier, R. Ledesma, E. Luna, E. Narveson, S. Sieu-Nguyen

Recorder:
J. Pace

1) Adoption of Agenda

M/S/C (Smith/Thompson) to adopt the agenda as amended: Topics were added to Number 8 Other Items.

2) Approval of March 21, 2013, Meeting Minutes

M/S/C (Heck/McKee) to approve the March 21, 2013, meeting minutes as submitted.

CSEA Representative Heck requested a response for the two inquiries he made at the March 21 meeting; one for organizational flow charts that outline which district positions were included in each constituency group; the other, an answer to why parking in the Technology Center lots require a special parking permit. Vice Chancellor Garcia stated that she would send electronically to DC members the requested organizational flow charts. Vice Chancellor Coen stated the decision to require special parking permits at the Technology Center was made by the Chief of Police to ensure those parking lots were available for clients paying for training. The district had to provide parking as part of our service fee.

3) District Committee Reports

District Budget Committee – Did not meet since last DC meeting.

District Audit Committee – Did not meet since last DC meeting.
CBOC – Did not meet since last DC meeting.

Retirement Board – Did not meet since last DC meeting.

Benefits Committee – Vice Chancellor Garcia reported the committee met to review the annual rate renewal for FY 2013-14. The good news is that we received reductions for Anthem Blue Cross, vision, long-term disability, and life insurance. We have not received any information yet from Kaiser Permanente.

Student Success Committee – Mr. Sam Ho announced the next meeting of the Board Student Success Committee is scheduled for Tuesday, May 21, 5:00—6:30 p.m. at the SJCC Technology Center, Room T-112. The Board committee is requesting that the college presidents and vice presidents attend that meeting for the discussion on how the district would implement the Student Success Task Force recommendations. The Board committee also requested that the Mission and Vision statements be posted at the colleges, District Office and Workforce Institute. FA President Yancey stated the committee had a long discussion and came to a strong agreement that the district needs to spend money to make access available to all our students. If we are really committed to student success, we need to put our money where it is really needed. Executive Director Hawley stated the district is in the process of solidifying how we measure student success and how we move forward in terms of collecting the data. Mr. Yancey also stated that Mr. Fabio Gonzales wants to create a pilot program to integrate students on the campus. We need to run a test with perhaps 100 students and see if that impacts their success. It’s important we move away from computerized orientation. Although it may be more efficient, it is not necessarily more effective. President Yong stated the need to make sure our outreach continues. Many of the comments we received from the Chancellor’s Community Advisory event was the need for increased access. Chancellor Cepeda agreed that all these statements make sense. However, we need to keep the “how” with us while the Board committee focuses on policy so that they could make their policy recommendations to the whole Board. They will need to allow us to identify the resources to implement their policies.

Civility Task Force – Chancellor Cepeda distributed the draft copy of the SJECCD Civility Statement. The goal is to submit the statement to the Board for a first reading at the September 10 board meeting and for approval at the September 24 board meeting. We will need to determine how best to use this statement. It is an accreditation standard for us to have a statement of civility. FA Executive Director Hanfling inquired if the Civility Task Force will still meet after the Board has approved the statement. Chancellor Cepeda answered that is one of the issues currently being discussed by the task force, i.e. whether or not they should meet as a group or if the work should be given to other groups throughout the district.

4) Board Policies

Vice Chancellor Smith distributed a draft of Chapter 6 Business and Fiscal Affairs. The document had three columns: recommended wording from the CCLC, current district policies and recommended policies. He read through the chapter policies and gave special attention to those policies that had changes, such as BP 6200, BP 6340, BP 6560, BP 6600.3, BP 6600.9, BP 6750 and BP 6900. He requested DC members bring the document before their constituency groups and provide feedback at the September 19 DC meeting. The goal is to have the chapter ready for a first reading of the Board in October and to submit for Board approval at the first meeting in November.
Vice Chancellor Garcia distributed an updated draft of BP 7250 Educational Administrators. She stated this policy is about defining educational administrators per the Education Code. It addresses educational administrators who have not earned tenure in their institution. The procedure that would be developed for this policy would be separate and distinctive. FA President Yancey expressed the need to reconsider the makeup of the screening committees for the hiring of educational administrators. There needs to be an equal number of faculty on those screening committees. Chancellor Cepeda stated that she understood how those issues are related. However, the administrator would still need to have the minimum qualifications. Chancellor Cepeda stated that Executive Director Ledesma would revise the policy approval timeline so that the procedures would be ready along with the policy. Vice Chancellor Garcia recommended that this work be done along with the revision of the hiring procedures.

5) Harassment/Discrimination Policies & Procedures

Vice Chancellor Garcia distributed a red-lined draft of AP 3435 Discrimination and Harassment Complaint Procedures, which outlines how the district would implement its policy. This document was first introduced at the December 15, 2011, DC meeting. It has been reviewed by both college senates and is the culmination of numerous language changes as it has gone through the review process. Our legal counsel also reviewed them because of the convoluted language. Chancellor Cepeda requested DC members provide input to Vice Chancellor Garcia by the end of April so they could be submitted to the Board for a first reading in May.

6) Civility Statement

This item was reviewed under committee reports.

7) EEO & Diversity Plan

Mr. Sam Ho distributed and reviewed documents providing information on the applicant pools and workforce ethnic backgrounds for the District Office, Evergreen Valley College and San José City College. Per request of DC members, Mr. Ho will send EEO plan to constituents groups for their feedback. Executive Director Hanfling stated the number of adjunct faculty is incorrect, and Mr. Ho agreed to check on the numbers. Chancellor Cepeda stated the report requires narrative, and she asked Mr. Ho to include it before submitting the report.

8) Other Items

Hiring Procedures Review Process – Chancellor Cepeda requested that Mr. Shawn Larry, HR Director, engage with constituents represented by the DC to begin the process of revising the district’s hiring procedures. The district needs to begin the process of reviewing some best practices. Since faculty is not here in the summer, this work could begin sometime in September. Part of this work will include reviewing the procedures for the Educational Administrators policy. Mr. Larry will be the point person for getting this work done.

Security Master Plan Update – Vice President Gee discussed the review process and updates to the plan since last July. The plan was also updated as a result of the events which took place at SJCC last December. Chief Aguirre requested ET members to do a careful review of the updated plan. FA Executive Director Hanfling expressed concern about the many recommendations in the plan and how that impacts staffing needs required for implementation. Mr. Gee answered that they are currently working with a security consultant to develop the levels of priorities. It’s obvious we will be unable to implement the whole plan at once. It may take the district 3-5 years to be in a position to accomplish everything the plan contains. FA
President Yancey expressed concern about the security cameras in the plan, which would record the movements of faculty and students. However, he has no problem with cameras in the solar array area. Chancellor Cepeda stated it’s not clear what we want the consultant to do. Do we want them to read the draft plan and provide recommendations or do we want them to look at the executive summary? She also inquired how DC members could assist in moving this plan forward. A security master plan is about working conditions. We have to make decisions about expenditures of bond funds, and the expectation is that the Board should review this plan by early Fall. She requested that Vice Chancellor Smith and President Yong make a determination as to when it is ready to go to the Board. Mr. Gee requested feedback from DC members, and he would bring this back for an additional review at the next DC meeting.

Milpitas/27 Acres Project – Vice Chancellor Smith reported the Board met in Closed Session to receive a status on the two projects. Legal teams from both districts are working behind the scenes to develop contract language for the Milpitas Educational Center. The contract would most likely be ready for the June 11 board meeting. On the 27 acres project, the Board committee, composed of Trustees Dhillon, Fuentes and Lease, are working to advance an RFP for Board consideration so we can move the development process forward. FA Executive Director Hanfling inquired about zoning changes and how that would impact the sale of the property. Chancellor Cepeda answered that is one of the tasks required in the RFP. It begins with a procedural work of rezoning for the highest and best use of the property. It is a long process which will probably not be completed until approximately 24 months.

The meeting adjourned at 4:15 p.m.
# AGENDA

**DISTRICT COUNCIL MEETING**  
DO Conference Room  
May 16, 2013  
3:00 – 5:00 p.m.

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>PRESENTER/S</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Adoption of the Agenda</td>
<td>All</td>
<td>5 min</td>
</tr>
<tr>
<td>2. Approval of the April 18, 2013, Meeting Minutes</td>
<td>All</td>
<td>5 min</td>
</tr>
<tr>
<td>3. District Committee Reports</td>
<td>Smith/Fitzsimmons/Garcia/Ho</td>
<td>20 min</td>
</tr>
<tr>
<td>a. District Budget Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. District Audit Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. CBOC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Retirement Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Benefits Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Student Success Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Civility Task Force</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. District Security Plan</td>
<td>Aguirre/Nelson/Gee</td>
<td>15 min</td>
</tr>
<tr>
<td>5. Budget Update</td>
<td>Smith</td>
<td>15 min</td>
</tr>
<tr>
<td>6. Board Policies</td>
<td>Ledesma</td>
<td></td>
</tr>
<tr>
<td>a. BP 7250 Ed Administrators</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. BP 2210 Officers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Board Legislative Agenda</td>
<td>Ledesma</td>
<td>15 min</td>
</tr>
<tr>
<td>8. Strategic Planning Update</td>
<td>Hawley</td>
<td>10 min</td>
</tr>
<tr>
<td>9. Other Items</td>
<td>All</td>
<td>22 min</td>
</tr>
</tbody>
</table>
1) Adoption of Agenda

M/S/C (Tomisaka/Geer) to adopt the agenda as submitted.

2) Approval of April 18, 2013, Meeting Minutes

M/S/C (Narveson/Heck) to approve the April 18, 2013, meeting minutes as submitted.

3) District Committee Reports

District Budget Committee – Vice Chancellor Smith reported on the District Budget Committee meeting held prior to the DC meeting. The DBC reviewed the draft FY2013-14 tentative budget. The assumptions did not change from the 3rd quarter. It is estimated that $10.6m will carry over from this fiscal year to next year. The Board of Trustees voted to restore $500K for one-time cuts that occurred in FY2012-2013, and that data is not reflected in the tentative budget. The DBC discussed savings incurred through vacant positions and what would be considered new money through Proposition 98. The DBC also reviewed the Governor’s May Revise budget, which includes 1.57% COLA and $89m for growth.

District Audit Committee – Did not meet since the last meeting.
CBOC – Did not meet since the last meeting. Next meeting is scheduled for June 18. Mr. Fitzsimmons invited everyone to attend.

Retirement Board – Mr. Peter Fitzsimmons reported that the board met on April 25. The annual report will be submitted to the Board of Trustees at the May 14 meeting. Over the summer, the committee will be engaging with a new actuary to determine if our assumptions are overfunded or underfunded. The next meeting is scheduled for October. Chancellor Cepeda stated that the work done with the OPEB has gained statewide attention as a model practice. It is worth noting when something outstanding is going on with our district.

Benefits Committee – Has not met since the last DC meeting.

Student Success Committee – Chancellor Cepeda reported that the Board Student Success Committee, chaired by Trustee Maria Fuentes, met on April 10. The Board approved the student success policy the district committee members had adopted. The next phase is to measure what we are doing with that policy. At the next meeting, which will be attended by the presidents and vice presidents, the committee will review the metrics and also talk about the initiatives and programs and processes that contribute to the work of student success. SJCC Senate Member Phil Crawford stated that student success is under the jurisdiction of 10+1, and this committee should not be led by the college presidents as this is under the domain of the academic senates of both colleges. Currently, SJCC’s Student Success Committee is run through the College Planning Council; this is not correct as the Committee should be a sub-committee of the Academic Senate. Chancellor Cepeda answered that this is a Board committee that began when they approved participation in the CLASS initiative. Faculty was also involved with CLASS. It soon became apparent to the Board that the district needed to develop a policy of student success. This Board committee does not replace the student success committee work that is being done at the colleges, which is under the domain of the academic senates.

Civility Task Force – The task force met on May 1 to review the district’s civility statement. This work was guided by the efforts of Dr. Judy Rookstool. The group was looking for a catchy phrase that could be used everywhere, and settled on: Civility Begins with Me. Everyone Has Worth and Dignity. The next step is to roll out the statement district-wide. The plan is to bring this statement to the Board for approval at the September 10 board meeting. Ms. Barbara Hanfling requested that Chancellor Cepeda email the statement to all DC members.

4) District Security Plan

District Chief of Police Ray Aguirre stated the importance of the district having a security master plan. The plan includes a set of guidelines for security measures, infrastructure and initiatives that would be used to support it. In 2010 a plan was introduced to district members but was never sent to the Board for approval. In 2012, the need for a security master plan was introduced as an accreditation recommendation. It’s the 2012 version that Vice President Gee reviewed at the last DC meeting. Chief Aguirre distributed a copy of the Major Cities Chiefs of Police Association Campus Security Guidelines and stated that this was incorporated into the district plan.

Chancellor Cepeda reminded DC members that this plan was introduced at the last meeting so the document would be put through the participatory governance for input. Once the plan is reviewed by all groups, it will be submitted to the Board for approval. Chancellor Cepeda also reminded the DC that establishing a security master plan is part of compliance with NIMS (National Incident Management System.) Also, we have an opportunity to get some of the equipment we need through bond funds.
Chief Aguirre stated the plan is not set in stone, and they are just policy recommendations. FA Executive Director Hanfling stated that the plan is overwhelming and contains hundreds of suggestions, including some about the hiring of people and the use of surveillance equipment. The issue of surveillance systems and the impact it has on faculty is a collective bargaining issue under the Right to Privacy. Chief Aguirre answered that there may be elements that may not be included in the plan, and this is the kind of input he needs about the plan. Vice Chancellor Garcia also shared the concerns expressed by Ms. Hanfling and also expressed concerns about the staff the district would need to implement the plan. FA President Yancey discussed the impact this plan would have on working conditions, and he would not support a plan that had such vagueness. There are a lot of questions that need to be answered, and this plan has to be done the right way. Chancellor Cepeda answered that we need to be clear between the plan, policy and procedures. However, the district needs to have something in place to ensure safety. Vice President Gee stated the plan is a suggestion of what we need to do, and this is why we need a consultant to work with us on what the implementation stages would be. We don’t have enough funds to do everything. Vice President Nelson stated that four components of the security master plan were already implemented at SJCC: landscaping, mass notification system, access controls and security cameras. Mr. Crawford stated the SJCC campus was told there would not be a live person monitoring the cameras, and this would expose the college to liability. Mr. Yancey stated that the SJCC review process was not as comprehensive as EVC’s, and there needs to be a much more extensive review.

Chancellor Cepeda requested that DC members review the plan with their constituents and provide input, ask questions and make suggestions to Chief Aguirre so that the district could move forward on having a security master plan.

5) Budget Update

This item was reviewed under committee report.

6) Board Policies

Executive Director Rosalie Ledesma reviewed BP 7250 Educational Administrators and BP 2210 Officers. The main feedback she has received regarding BP 7250 was administrators right to teach. Mr. Crawford expressed concern that any employee would be allowed to teach that was not subject to faculty hiring procedures. Chancellor Cepeda answered that, although she understood Mr. Crawford’s concern, the CA Education Code does contain a provision for educational administrators to have retreat rights into faculty. District policy, therefore, must indicate that allowance. Ms. Ledesma also reviewed BP2210 Officers. By practice, although not in the policy itself, the Board has used a rotation election for its president and vice president. Chancellor Cepeda stated that current Board president, Mayra Cruz, has requested this policy be looked at and revised before the next election of officers in December. At this point, it is being put on the calendar even though we don’t know what the results of that review would be at this time. She will, however, discuss this policy with President Cruz to get some further direction.

7) Board Legislative Agenda

Ms. Rosalie Ledesma distributed a revised legislative agenda, which will be submitted to the Board for approval. Chancellor Cepeda requested that if DC members have recommendations or concerns, please email Ms. Ledesma and herself.
8) **Strategic Planning Update**

Chancellor Cepeda stated that at the last meeting, the DC reviewed strategic goals. She thanked DC members for moving forward with that review. We now have in place district-wide teams to help us operationalize the goals that have been set. The deadline for turning in that work is May 20. The feedback that was provided to team leaders has been reviewed, and they are incorporating that now. On May 28 this document will go to the Board.

9) **Other Items**

The meeting adjourned at 4:15 p.m.
<table>
<thead>
<tr>
<th>TOPIC</th>
<th>PRESENTER/S</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Adoption of the Agenda</td>
<td>All</td>
<td>5 min</td>
</tr>
<tr>
<td>2. Approval of the May 16, 2013, Meeting Minutes</td>
<td>All</td>
<td>5 min</td>
</tr>
<tr>
<td>3. District Committee Reports</td>
<td>Smith/Fitzsimmons/Garcia/Ho</td>
<td>20 min</td>
</tr>
<tr>
<td>a. District Budget Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. District Audit Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. CBOC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Retirement Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Benefits Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Student Success Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Civility Task Force</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Carver Policy Governance Model</td>
<td>Cepeda</td>
<td>30 min</td>
</tr>
<tr>
<td>5. Email Policy</td>
<td>Cepeda</td>
<td>15 min</td>
</tr>
<tr>
<td>6. Board Policies</td>
<td>Ledesma</td>
<td>10 min</td>
</tr>
<tr>
<td>a. Chapter 6 Business &amp; Fiscal Affairs</td>
<td></td>
<td>5 min</td>
</tr>
<tr>
<td>b. BP 7250 Ed Administrators</td>
<td></td>
<td>3 min</td>
</tr>
<tr>
<td>c. BP 2210 Officers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Organizational Redesign</td>
<td>Garcia</td>
<td>10 min</td>
</tr>
<tr>
<td>8. Federal Work Study Students</td>
<td>Garcia</td>
<td>10 min</td>
</tr>
<tr>
<td>9. Other Items</td>
<td>All</td>
<td>7 min</td>
</tr>
</tbody>
</table>
Chancellor Cepeda stated that, as is the custom for the first District Council meeting of the year, she would review the role and function of the group. (This information is already posted on the district website, and was revised and refined in 2010.) The importance of this Council is that it’s the group the Chancellor, and thus, the Board of Trustees, relies on to get information and input. The main function of this group is that the leaders represented here go back to their constituents with information and to get their feedback on the items presented at these meetings. She thanked everyone for their participation and is looking forward to working with everyone in the year ahead.

1) Adoption of Agenda

There were no changes to the agenda.

2) Approval of May 16, 2013, Meeting Minutes

M/S/C (Narveson/McKee) to approve the May 16, 2013, meeting minutes as amended. Faculty member Leslie Rice requested, on behalf of Academic Senate member Phil Crawford, to add the following remark he made at the meeting: SJCC Senate Member Crawford stated that currently, SJCC’s Student Success Committee is run through the College Planning Council; this is not correct as the Committee should be a sub-committee of the Academic Senate.
3) District Committee Reports

District Budget Committee – Vice Chancellor Smith reported the DBC met last week and that concluded his report.

District Audit Committee – Fiscal Services Director Fitzsimmons announced the Board committee will meet on December 16 to review the financial and audit reports.

CBOC – Chancellor Cepeda reported that the committee met on Tuesday evening. This committee meets quarterly and has a level of fiduciary responsibility to review how the district spends its bond money. They ensure that we comply with the bond audit requirements. The committee is now in the process of writing the annual report, which will be posted on its website for all to review. Chancellor Cepeda invited anyone who was interested to attend these meetings.

Retirement Board – Mr. Peter Fitzsimmons reported this committee meets twice a year, and the next meeting will be held on October 17.

Benefits Committee – Vice Chancellor Garcia stated this committee has not yet met this year. However, information was distributed district-wide regarding workshops about the long-term health care benefit. She encouraged everyone present to share this information with their colleagues.

Student Success Committee – Chancellor Cepeda stated the committee will meet sometime in October but the original date that was scheduled, October 15, had to be changed by the committee chair, Trustee Maria Fuentes. The greatest task before the committee is the implementation of the student outcome measures so that we would know how to measure the various areas. Our district’s proposal that was submitted to the CCLC conference organizers has been approved, and we will present on November 22, at 4:00 p.m. at the Hyatt Regency, San Francisco Airport. All who have time on their schedules are welcome to attend.

Civility Task Force – Executive Director Ho stated that at the last board meeting, the Board had a first reading of the district’s civility statement. It will be submitted for approval at the October 8 board meeting. There will also be an official statement from the task force on how this statement will be used throughout the district. The next meeting is scheduled for Wednesday, September 25, from 3:00—5:00 p.m. in the DO Conference Room. Chancellor Cepeda stated that the work of the task force was crucial for meeting the accreditation standard, and the group is now identifying activities to ensure this statement is incorporated by next year.

4) Carver Policy Governance Model

Chancellor Cepeda stated that at the September 10 board meeting, the Board declared its intent to explore the Carver Policy Governance Model as its model for doing its governance work. This action by the Board was a result of the Board’s prior work in addressing its accreditation recommendations. Dr. Barbara Beno and Mr. Bill McGuiness led a board study session to review the board’s governance, fiduciary and Chancellor-relation responsibilities. The Board developed two work plans to set priorities and work towards meeting accreditation recommendations and district priorities. The Board also agreed it needed to have training in areas, such as governance, Brown Act, AB 1725 (which is now scheduled for the October 22 board meeting.) In the area of governance, a few board members attended an ACCT Congress in Washington D.C. and were introduced to the Carver Policy Governance Model. They expressed interest in having that training; and, as a result, on Saturday, August 24, the Board of
Trustees held an all-day special meeting in which Ms. Miriam Carver provided training on the Carver Policy Governance Model.

Chancellor Cepeda provided an overview of the principles of the Carver Policy Governance Model.

Question: What is the Board and who does it serve?
Answer: More than just district constituents, i.e. FA, CSEA, MSC, Academic Senate and vendors. The Board has seven elected members serving 120K individuals in each service area, almost 1 million individuals. And the Board needs to hear from “ALL” these constituents.

Question: What about the other folks the Board represents? We comply with the law by having public meetings, but most “owners,” i.e. taxpayers don’t attend.
Answer: The Board needs to ensure that when they make policies, they represent all members of the Trustee areas.

Question: What is the Board responsible for?
Answer: Everything. They are responsible and accountable for everything.

Question: How does the Board ensure they manage all the work?
Answer: They hire a CEO. They delegate authority to the CEO and set parameters to ensure the CEO does nothing illegal, imprudent or unethical. Therefore, a legal check is required to ensure the policies, procedures and practices are legally compliant. But the Board needs to be clear about what it is delegating to the CEO and then evaluate that work. However, if they mess with the areas they have delegated to the CEO, they can no longer hold the CEO accountable. The Board is looking at the ends, and the CEO is looking at the means.

Chancellor Cepeda stated that this model represents a significant cultural shift for the district. However, there are already community colleges nationally who are currently using this model, and the ACCT has a list of those institutions. Chancellor Cepeda informed DC members that Ms. Joy Pace has purchased copies of a DVD presentation of the Carver Governance Model that constituency leaders could watch with their constituents during one of their group meetings.

FA President Yancey inquired how this new governance structure would affect the constituency groups’ access to the Board. Chancellor Cepeda answered that there would be no change. Mr. Yancey suggested setting up an advisory group of people who could receive and answer questions about the Carver Policy Governance Model. Chancellor Cepeda stated she would work to set that up. EVC Academic Senate President Narveson stated this new model would help the Board avoid micromanagement. Chancellor Cepeda stated that there were a number of factors that led the Board to consider this model. When Dr. Beno was doing the board study session, she stated that our Board was one of the worst in the state of California. Our Trustees didn’t take that statement very well; but, to their credit, they began the work to meet the requirements of the six shared recommendations. And after reviewing some decisions made by the Board to address the accreditation concerns, Dr. Beno has publicly stated how impressed she was by the leadership the Board showed in dealing with the district’s fiscal crisis. However, the Board knows it still has a lot of work to do moving forward, and that’s why they requested the Chancellor set up timely and specific training sessions.

5) Email Policy

Chancellor Cepeda distributed the District E-Mail Guidelines and Etiquette document and BP3720 Computer and Network Use, which was approved by the Board on June 6, 2009. The
district does not have a policy in place to restrict the use of district email, therefore, guidelines have been established. However, the intent of the guidelines has not been realized—it’s just not working. When the Chancellor first joined the district, she was advised it was not the time to address the topic since the district was in the middle of a fiscal crisis. However, too many district members are now asking her to fix the problem because many people are using district email for matters unrelated to district business and also in other inappropriate ways. It’s time for the district to develop a policy dealing with the appropriate use of district email. Other districts have such policies and some districts still have only guidelines. But if we only have guidelines, how can we state that something is inappropriate? Therefore, it’s time for the district to move these guidelines into a policy format. Chancellor Cepeda will work with Executive Director Ledesma to put this in a policy format and move through constituency groups for review. We will review the best practices of other districts and also the advice provided by the CCLC. In the meantime, as the district moves to Office 365, a mechanism will be available to give us better control of email usage. FA Executive Director Hanfling stated that faculty believes this is a collective bargaining issue because it is a working condition issue and email is the faculty’s main method of communication. The faculty has worked extensively in the development of BP 3720. However, policy review is different from a negotiable item. Chancellor Cepeda answered that our guidelines have not worked; and she would welcome the input from the faculty but is moving forward with creating a policy. Ms. Hanfling requested the Chancellor put in writing her decision that email guidelines will now be moved to a policy format and will be put through a participatory process for review. Chancellor Cepeda stated she would send that to her. Mr. Narveson inquired the timeline for this process. Chancellor Cepeda answered that the email policy would be introduced to the DC at the next meeting on October 17.

6) **Board Policies**

Executive Director Rosalie Ledesma reviewed the timeline for Chapter 6 Business & Fiscal Affairs, BP 7250 Administrators and BP 2210 Officers. These policies were already reviewed by DC members with the request for review by all constituency groups.

Ms. Ledesma stated she is still waiting for input from the Academic Senates on Chapter 6. SJCC Senate Member Rice requested an email copy be sent to her so she could distribute it to the Academic Senate.

Vice Chancellor Garcia stated that at the April 14, 2013, DC meeting a decision was made to pull BP 7250 Administrators because this policy would be approved along with the district’s hiring procedures. Chancellor Cepeda requested a timeline for when the hiring procedures would be completed. Vice Chancellor Garcia answered that it would be a long time. HR Director Larry stated that we have been engaged in the process of assembling that committee. Chancellor Cepeda stated that we need to move forward with this policy, and she requested a timeline for when the hiring procedures would be ready. Mr. Yancey stated that this policy has been sitting here for a long time and a delay would not cause us to fall behind our accreditation schedule for review of policies. The request for review of this policy came when faculty was not here, and faculty want to ensure the policy is written correctly. Chancellor Cepeda answered that she doesn’t want to extend deadlines. She wants an actual deadline so that we could do our best to meet it.

BP 2210 Officers was already reviewed by the Board as a first reading on May 28. Their request was to have procedures accompanying the board policy, even though they know the Board approves policies and not procedures. However, they want the technical part in place before they approve the policy. Ms. Ledesma reviewed suggested changes provided by the CCLC and requested additional feedback from constituency groups. Ms. Hanfling expressed concern about
the word “may” (it is unclear) and the wording of “maximum of two consecutive years” (as this may put an unwanted limit on the terms served by Board Presidents.) Mr. Yancey suggested changing the wording to “The Board President may serve more than one term.”

7) Organizational Redesign

Vice Chancellor Garcia distributed a Redesign Overview Summary document, which included the vision statement, redesign purpose, guiding principles, schedule of review from July 2013 through this DC meeting and the steps forward in the organizational redesign process. She stated the units, SJCC, EVC, DO and WI would need to meet and do an extensive review. The DO is scheduled to meet on September 30. It’s important for all groups to comment, give suggestions and provide alternative views during this review process. The goal we have is for the reorganization/redesign plan to be submitted to the Board for approval at the December 10 meeting. Ms. Hanfling commented that from reviewing the Redesign to Date schedule outlined in the document, it’s obvious that faculty has not been included in this review timeline. No conversations have been taking place in the Academic Senates. There have been layoffs of Classified and Faculty, who have lost about 40 full-time positions in the last eight or nine years. As important as it is to understand the process, it’s even more important to be looking at all the groups to determine what we need to do to create an environment conducive to student success. And faculty is a very big part of serving our students. Ms. Hanfling stressed the importance of focusing conversations on what needs to be restored as part of the path of student success. We can’t miss the input from people who focus on teaching in our classrooms. Vice Chancellor Garcia answered that all the work done was centered on student success and how we can best organize to achieve that goal. It is not a restoration. It is forward looking for what we need to best serve our students. Chancellor Cepeda reviewed the process that has been utilized and how it included faculty, especially the FA and Academic Senate being actively engaged in informing her about the full-time and part-time faculty ratios. Faculty has also provided a lot of input regarding the guidelines for the process. Academic Senate member Rice stated that she heard about this for the first time at yesterday’s division meeting; but as an active member of the Academic Senate, she had not heard anything about reorganization and redesign. Chancellor Cepeda answered that there were college presentations conducted from May through August, but the District Council representatives also reviewed this information before faculty left for summer break. FA President Yancey said that the DC and faculty had input into the guiding principles. However, that is not the case with the product. The product is what faculty has not seen, and it is the first time DC faculty has seen it. The product was designed by administration and lacks faculty expertise. Chancellor Cepeda answered that now that we do have a product in draft form, it is important for all constituency groups to review and come back to the next DC meeting with their input and recommendations.

8) Federal Work Study Students

Vice Chancellor Garcia distributed a document regarding a recommendation to discontinue bringing federal work study student items to the Board for approval. Formerly, we brought all these items to the Board for approval before these students could work on the campuses. However, after the district had a legal review of that action, it was conferred that there is no legal requirement for us to do so. The Board approves the positions and pay rates, and then the students would be placed in the available slots so that they could receive their financial aid. The process we have been using is very labor intensive, and we should be able to place students into positions much faster without waiting for Board approval.
9) Other Items

Mr. Yancey inquired about the schedule for the District Office move. Vice Chancellor Smith answered that everything is on schedule, and the move should take place late next year. The district is also negotiating with the South Bay Police Academy for payments of $100K for the 1st year, $200K for the 2nd year and $300K for the third year, and a lot more over the succeeding years they remain at this location. This will help motivate them to complete their move to the Gavilon College District area.

Chancellor Cepeda thanked everyone who participated in the community breakfast this morning. It was very well attended. She also commended the grounds staff for working late into the evening to prepare the grounds and make it look beautiful for our community members.

Chancellor Cepeda asked to meet with constituent group leaders who would be presenting with her at the October 22 board meeting for the study session on AB 1725.

The meeting adjourned at 4:37 p.m.
# AGENDA

**DISTRICT COUNCIL MEETING**

DO Conference Room  
October 17, 2013  
3:00 – 5:00 p.m.

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>PRESENTER/S</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Review of the Agenda</td>
<td>All</td>
<td>5 min</td>
</tr>
<tr>
<td>2. Approval of the September 19, 2013, Meeting Minutes</td>
<td>All</td>
<td>5 min</td>
</tr>
</tbody>
</table>
| 3. District Committee Reports  
   a. District Budget Committee  
   b. District Audit Committee  
   c. CBOC  
   d. Retirement Board  
   e. Benefits Committee  
   f. Student Success Committee  
   g. Civility Task Force | Smith/Fitzsimmons/Garcia/Ho | 15 min |
| 4. Board Policies  
   a. BP 6631 Procurement Cards | Ledesma | 10 min |
| 5. Organizational Redesign Update | Cepeda/Garcia | 10 min |
| 6. Web Revamping Update | Cepeda/Ho | 10 min |
| 7. EEO Plan | Ho | 15 min |
| 8. Carver Policy Governance Model  
   a. Status of DVD review by constituents  
   b. Schedule of two-day training session with district constituent groups and administrators | Cepeda | 15 min |
| 9. Other Items | All | 5 min |
SJECCD DISTRICT COUNCIL MEETING MINUTES

October 17, 2013
3:00—5:00 p.m.
DO Conference Room

Attendees:

Other Attendees:
None

Absent:
C. Coen, B. Geer, T. Hawley, C. Heimler, S. Larry, M. Russell, D. Yancey, H. Yong

Recorder:
J. Pace

1) Adoption of Agenda

There were no changes to the agenda.

2) Approval of September 19, 2013, Meeting Minutes

M/S/C (McKee/Rice) to approve the September 19, 2013, meeting minutes as amended. Ms. Barbara Hanfling requested, on behalf of Mr. David Yancey, FA President, that the following words be added to his comments in Section 7 Organizational Redesign (page 5): Faculty had input into the guiding principles. However, that is not the case with the product.

3) District Committee Reports

District Budget Committee – Has not met since last DBC meeting. Next meeting is scheduled for Thursday, October 24, 3:00 p.m. at the DO Conference Room. Vice Chancellor Smith stated the DBC will review the 1st quarter budget update, new information on property taxes, and the redesign budget allocation as well as the budget allocation for Board initiatives.

District Audit Committee – Vice Chancellor Smith gave kudos to district Fiscal Services staff because the input received from our auditors is that we are operating at a high level of performance. He especially thanked Mr. Peter Fitzsimmons, Director of Fiscal Services, for the impressive leadership he has provided for the Fiscal Services division. Mr. Fitzsimmons reported that the auditors will return in December and will meet with the Board Audit Committee on December 16. Chancellor Cepeda stated that, as a result of the FCMAT report, the district
took extra measures and the Board and Chancellor’s Office budgets have gone through extensive audits since that time. The good news is that there were no findings of inappropriate expenditures.

CBOC – Fiscal Services Director Fitzsimmons reported that the next meeting is scheduled for Tuesday, January 21, 5:30 p.m. at the SJCC Technology Center. This is a Brown Act meeting and everyone is welcome to attend.

Retirement Board – This Board meets twice a year, and has just met this afternoon. Mr. Peter Fitzsimmons reported that the CSEA has two new members, Ms. Elaine Chapman succeeded Ms. Beverly Lynch at Evergreen Valley College and Ms. Yolanda Talaveras succeeded Evelyn Rojas at San Jose City College. Every two years the Board elects the Chair and Vice Chair; and Mr. Fitzsimmons has been elected as the Chair and Mr. Yancey has been elected as the Vice Chair. On June 30, the Board received an actuarial evaluation study. The actuarial study looks at the liability for the life of this program and what funding we currently have. The study essentially states that we are funded at 118%, which is very good. The next meeting of the RB is scheduled for April 10, 2014.

Benefits Committee – Committee did not meet.

Student Success Committee – Director Ho announced the committee’s next meeting is scheduled for Tuesday, October 29, from 5:00-6:30 p.m. at the SJCC Technology Center, T-112. Everyone is welcome to attend. It will be an exciting meeting as the committee will review the presentation the district will be presenting at the CCLC Annual Meeting in Burlingame on Friday, November 22, at 4:10 p.m. Every one of us has a role in student success, and the work of this committee is important for our district to achieve our student success goals.

Civility Task Force – Chancellor Cepeda reported that the Board approved the district’s civility statement on October 8. The next task of the committee is to review how to roll it out and implement it throughout the district. We need to ensure the guideposts take hold. Chancellor Cepeda thanked faculty member Celia Cruz for creating a repository of source documents.

4) Board Policies

Executive Director Rosalie Ledesma distributed a draft of BP 6331 Procurement Cards, as well as the current Procurement Card Procedures AP 6331 document. There is no CCLC version of the policy since this is a new policy. Mr. Peter Fitzsimmons, Director of Fiscal Services, stated that the procedures have been in practice for a long time in the district even though we have not had a Board policy. The procedures have actually been called a handbook, and it’s what we have been using for the last few years. Ms. Ledesma stated she would send the draft policy to DC members via email so they could bring back to their constituents for review and feedback. All feedback will be received at the November 21 DC meeting and that will be incorporated into the policy that will be submitted to the Board for a first reading at the December 10 meeting. Chancellor Cepeda thanked Ms. Ledesma for following through with the procedure that would allow the Board to review 20% of its policies on an annual basis.

5) Organizational Redesign Update

Vice Chancellor Garcia reviewed the process the district used to provide information on the organizational redesign to the district. The plan was reviewed at all staff meetings at the department and division level. Presentations were given at both colleges this week and will also be presented to the District Office. By next week the plan will be sent to each of the colleges
and the District Office with the opportunity for everyone to provide feedback on each and every one of the plans that were presented. Vice Chancellor Garcia requested that DC members share this information with their members, especially since there was not enough participation at the forums to confirm that everyone has seen the plans. Executive Director Hanfling stated that, as mentioned by FA President David Yancey at the SJCC presentation, it is understood that ultimately it is the administration that make recommendations about what positions are to be filled. However, there were six new Dean positions and approximately 30-40% new administrators and Classified personnel that were added to the district in these plans. But there was no conversation about how these new positions contribute to the district’s student success mandate. Chancellor Cepeda answered that the organizational redesign was triggered by the Board’s request in 2010 that she needed to look at ways to reorganize the district. However, that work had to be delayed due to other emergencies, such as accreditation concerns and the district’s fiscal crisis. In responding to the district fiscal crisis, we had to reduce staff; and the impact was felt most by Classified staff and in the hiring of adjunct faculty. These groups have suffered the most over the last four years. The support structure and student support services areas were reduced to the point where we have not been as effective as we could be. Chancellor Cepeda stated that she has requested that Vice Chancellor Garcia do an analysis of what positions were lost and their impact on the district. We need to have facts and figures. However, the organizational redesign plans are, in essence, a wish list. The guidelines outline the focus of this redesign is about what we want our district to look like in 2016. And if we have no worries about funding, what would we be doing? And if we could hire only one person, who would that person be? The Board will review this plan in January 2014. It will detail our highest priorities, including Board initiatives, and how to achieve these with the available budget. As for the faculty hiring issues, yes, positions have been lost in the last two years. However, this needs to be viewed in the context of what has been lost by the Classified staff. Regarding faculty hiring, Chancellor Cepeda indicated that this is subject to an annual hiring process. As of now, our district has met or exceeded three very important measures, including the 50% law, as we are currently at 54%, the Faculty Obligation Number (FON) and we are also in compliance with the 75-25% rule. Annual hiring processes do not exist for other employee groups. As such, the process for redesign has followed principles and criteria to help guide a proposal for redesign. One of the pieces of information used by the District Office has been a program review assessment. Over the past year, the district has been engaged in an office by office program review process; and we do have some of that data available. (Faculty member Leslie Rice requested that this information be forwarded to her.)

Vice Chancellor Garcia stated that some of the questions we need to ask in terms of organization redesign are: What do we see in front of us? What do we see in terms of what’s coming down the road? We are thinking about the future. And our plans are about addressing the needs of the future. That is a separate process from prioritizing. If we lack resources, there are ways through organizational redesign that would help us get where we want to go. Ms. Hanfling answered that she wasn’t talking about vacancies the faculty wants filled, but there is nothing in the organizational redesign plans that indicate faculty positions are being evaluated. Chancellor Cepeda answered that the organizational redesign process is about looking at the future and seeing what we need to ensure the district structure supports the work we need to do. The accreditation standards also require we do this work.

Chancellor Cepeda requested that DC members share this information with their groups and to provide feedback on the organizational redesign plans so that we can move forward in this process.
6) Web Revamping Update

Mr. Ho distributed the Website Revamp Project Teams list as of October 16 and the Project Preliminary Schedule as of October 8.

Chancellor Cepeda thanked the teams at the DO, SJCC, EVC and WI for their willingness to engage in this time-consuming process. The plan is to have the tool in place and the architecture on all four websites done by the end of March. After that time, we will have to continue to ensure the tool is used and the value maximized.

7) EEO Plan

Mr. Ho distributed the draft EEO plan. He thanked members of the District EEO & Diversity Advisory Committee including Ms. Barbara Hanfling, FA representative and faculty members Clem Lundie, Marjorie Clark, and other members Adrienne Burns, Joe Lugo and Elaine Burns for their assistance and hard work in reviewing and developing this plan.

Every three years all districts are required to update their EEO plan. Even though our district has other criteria, the draft plan only includes the criteria requested by the state. He requested that DC members review the draft plan with their constituents and come back to the November 21 DC meeting with their input. Chancellor Cepeda suggested an Executive Summary be included in the plan.

8) Carver Policy Governance Model

Chancellor Cepeda announced that Ms. Miriam Carver has been invited back to the district to conduct further Carver Policy Governance Model training for our Board of Trustees and constituency group leaders. The Board will provide potential dates for their training, and Ms. Joy Pace will work on the logistics for the district-wide training.

9) Other Items

Chancellor Cepeda announced that 175 people were in attendance at the District Office this morning to attend the women and minority business event. She gave kudos to Mr. Ho for his hard work in this effort.

The meeting adjourned at 4:10 p.m.
<table>
<thead>
<tr>
<th>TOPIC</th>
<th>PRESENTER/S</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Review of the Agenda</td>
<td>All</td>
<td>5 min</td>
</tr>
<tr>
<td>2. Approval of the October 17, 2013, Meeting Minutes</td>
<td>All</td>
<td>5 min</td>
</tr>
<tr>
<td>3. District Committee Reports</td>
<td>Smith/Fitzsimmons/Garcia/Ho</td>
<td>15 min</td>
</tr>
<tr>
<td>a. District Budget Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. District Audit Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. CBOC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Retirement Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Benefits Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Student Success Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Civility Task Force</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Board Policies</td>
<td>Fitzsimmons</td>
<td>20 min</td>
</tr>
<tr>
<td>a. BP 6631 Procurement Cards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. AP 6631 Procurement Cards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Organizational Redesign Update</td>
<td>Garcia</td>
<td>20 min</td>
</tr>
<tr>
<td>6. Web Revamping Update</td>
<td>Ho</td>
<td>10 min</td>
</tr>
<tr>
<td>7. EEO Plan</td>
<td>Ho</td>
<td>10 min</td>
</tr>
<tr>
<td>8. Carver Policy Governance Model Training Schedule</td>
<td>Pace</td>
<td>5 min</td>
</tr>
<tr>
<td>9. Other Items</td>
<td>All</td>
<td>30 min</td>
</tr>
</tbody>
</table>
SJECCD DISTRICT COUNCIL MEETING MINUTES

November 21, 2013
3:00—5:00 p.m.
DO Conference Room

Attendees:

Other Attendees:
S. Awan (for President Breland)

Absent:
R. Cepeda, B. Breland, K. Garcia, B. Hanfling, D. Hawkins, T. Hawley, C. Heimler, S. Larry, R. Ledesma, D. Yancey, H. Yong

Recorder:
J. Pace

1) Adoption of Agenda

Item 5, Organizational Redesign Update, was moved to the end of the agenda.

2) Approval of October 17, 2013, Meeting Minutes

M/S/C (Narveson/Geer) to approve the October 17, 2013, meeting minutes as submitted.

3) District Committee Reports

District Budget Committee – Vice Chancellor Smith stated the committee met on October 24 and reviewed the 1st quarter budget report and assumptions that were presented to the board. The committee also reviewed the property tax assumptions and assessment data. The next scheduled meeting of the DBC is January 30, 2014.

District Audit Committee – Vice Chancellor Smith announced that the Board Audit Committee is scheduled to meet with the auditors on Monday, December 16, to review the outcome of the audit. There were no findings from the audit, and this is the strongest audit he has seen in the 25 years he has worked in a community college district.

CBOC – Fiscal Services Director Fitzsimmons reviewed the task of this committee in providing a review of how the district spends its bond funds to ensure its compliance on what the public has voted to approve. This committee meets quarterly and the last meeting was held on September
November 21, 2013, District Council Meeting Minutes

16. The next CBOC meeting is scheduled for Tuesday, January 21, 2014, at San Jose City College.

Retirement Board – This Board meets twice a year in April and October. The last meeting was held on October 17, and the next meeting is scheduled for Thursday, April 10, 2014, at San Jose City College.

Benefits Committee – Committee did not meet.

Student Success Committee – Director Ho reported that the committee met on October 29 and reviewed the presentation that is actually being made today at the Community College League of California conference in Burlingame, CA. Ms. Leslie Rice, Academic Senate member, inquired where the documents for this committee are located. Mr. Ho answered that our district website includes a link where all the agendas, minutes and presentations of this committee can be found. Ms. Rice expressed concern that there doesn’t seem to be enough faculty from San Jose City College engaged in this committee, and she would like to review the documents and spread the word so that more SJCC faculty would participate.

Civility Task Force – Director Ho stated this committee met two weeks ago. Since the board has adopted the civility statement at the October 8 board meeting, the Chancellor has requested that committee members share this statement with their constituency groups. The committee is looking at ways to fully incorporate this statement into our district.

4) Board Policy BP 6331 Procurement Card

Fiscal Services Director Fitzsimmons stated he did receive feedback from the Faculty Association regarding the administrative procedures associated with this policy. AP 6331 prohibits the purchase of alcoholic beverages and pharmaceutical products. However, the Science Ed Division does purchase these products for some lab assignments. Therefore, these purchases will be allowed as long as the course number is written on the receipt. The administrative procedure is not new; however, it is now called an administrative procedure. Previously, this information was provided in a document called, “Procurement Card Handbook.” When a district member is approved for a district procurement card, they receive a handbook and a form they will sign stating that they have read and understand the requirements for using the card. This policy will be submitted to the board for a first reading at a future meeting early next year.

5) Website Revamping Update

Director Ho distributed an updated list of the project leaders and team members from the DO, EVC, SJCC and WI working on this project. He provided an overview of the project. The board had approved Kiefer Consulting at the July board meeting, and kick off meetings were held on October 10 and 11 at SJCC and EVC. Our current website has a link for the website revamping project, and there is a document outlining the timeline of the project, which is scheduled to be completed in March 2014. Dr. Mike Russell, CampusWorks CTO, discussed the district’s communication plan, how this project ties into that plan, and how the district’s move to SharePoint technology would impact our website and improve our communication with students. The district is trying to keep its technology under control, and SharePoint seems to be a very good platform choice.
November 21, 2013, District Council Meeting Minutes

6) EEO Plan

Mr. Ho distributed the draft EEO plan and reviewed the introductory page that has been added since the last District Council meeting. He briefly reviewed the 16 components of the plan. He thanked everyone for reviewing the plan and stated that this document would be submitted to the board for a first reading at the November 26 meeting.

M/S/C (McKee/Tomisaka) to accept the plan as submitted. Academic Senate member Leslie Rice abstained.

7) Carver Policy Governance Model Training Schedule

Ms. Joy Pace, Executive Administrative Assistant to the Chancellor, distributed and reviewed the schedule of training meetings with Miriam Carver to review the Carver Policy Governance Model. She requested this schedule be shared with the leadership of all the district's constituency representatives.

8) Organizational Redesign Update

Vice Chancellor Smith discussed the need for the organizational redesign process. The staff, particularly CSEA staff, was downsized significantly due to budget concerns. That downsizing greatly impacted the effectiveness of our divisions and departments, and this process, built from the ground up, is a way to improve our organization's performance. Vice Chancellor Smith distributed a document containing a timeline for the process, including a district-wide communication on November 25, rollout process and next steps review at the February 20, 2014, DC meeting and the beginning of implementation of phase approach in Spring 2014. He discussed the budget support for this redesign effort, $250K in 2013-2014, $750K in FY2014-2015. Vice Chancellor Coen stated that this redesign process will change as our circumstances change. We will need to adjust the plan from time to time. MCS President McKee stated that faculty has a continuous process to ensure compliance with the 50% rule and 75/25 ratio. The reduction in force has mostly impacted the Classified and MSC group, and this has impacted our district's ability to provide the support students need. Mr. Thompson, CSEA, discussed the negative impact of the district having only one mechanic and electrical engineer and how this impacts safety. EVC Academic Senate President Narveson stated that academic senate members can still give advice about changes that need to be made in our colleges. Academic Senate member Leslie Rice stated she was interested in hearing the results of the organizational redesign survey. She also stated that the redesign plan should have a program review document attached to it as it is important for any organizational changes to be linked to program review. Vice Chancellor Smith stated that Vice Chancellor Garcia already has the survey results and would share them at a future DC meeting.

The meeting adjourned at 4:25 p.m.