

DISTRICT COUNCIL COMMITTEE

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AGENDA

DISTRICT COUNCIL MEETING

February 21, 2008

3:00 – 5:00 p.m.

District Conference Room

1. Approval of November 15, 2007, minutes
2. Facilities Standards (R. Dias)
3. ITSS Report and Planning (T. Onwiler)
4. Discrimination Procedures: final review (A. Ocampo)
5. District Vision and Mission...process for updating (R. Pérez)
6. Authority and Procedure for Pulling Agenda Items from Board Meetings (R. Perez)
7. Spring PDD (R Pérez)
8. District Committee Reports
 - a. District Budget Committee (Root)
 - b. District Facilities Committee (Root)
 - c. Citizens' Bond Oversight Committee (Root)
 - d. Retirement Board (Root)
 - e. District Technology Committee (Onwiler)

SJECC DISTRICT COUNCIL MEETING MINUTES

**February 21, 2008
3:00—5:00 p.m.
District Conference Room**

Attendees:

M. Burke, C. Frazier, H. Gee, , K. Hay, B. Hanfling, D. Hawkins, B. Jones, M. Kirkham, Y. Madrigal, B. Lynch, R. Perez, R. Root, R. Woods, V. Scales, D. Yancey

Absent:

D. Coon, E. Ortiz-Kristich, A. Morris, J. Tomisaka

Other Attendees:

P. Butler, A. Ocampo, T. Onwiler

Recorder:

J. Pace

The meeting commenced at 3:05 p.m.

Chancellor Pérez reported she was revising the District Council meeting agenda so that District committees can give reports on their recommendations to the Chancellor. There also will be room on the agenda for the constituency groups. As an example, the Academic Senate had recently passed something on a smoking-free campus as a policy matter. The District Council needs to review that matter here before it is sent out to other representatives. The purpose of this Council is to discuss issues that affect our District, many of which become agenda items at our Board of Trustees meetings.

1) Approval of November 15, 2007, minutes

The November 15, 2007, minutes were approved as submitted.

2) Facilities Standards

Chancellor Pérez introduced the subject of facilities standards for the District. As we have been working with our bonds and facilities standards, we are facing many issues concerning custodial and grounds care. For example, we don't specify how often we will paint our buildings. CSEA has concerns over custodial and maintenance staffing. How do we consider what the standard of care is? How is the workload determined? Therefore, we have started the process of creating standards. Ultimately, the objective is to go to the Board and see if we can agree on the standards for facilities and care. Ms. Lynch said this was a bargaining issue. Chancellor Pérez answered that if the Colleges decide they want trash cans emptied twice a day, we are really facing a budgeting issue. It is going to take a certain amount of money to accomplish this. What is the impact of cutting three custodians? When we adopt standards, we have to consider workload. We can't ask fewer people to do more work. Dr. Burke said we all have expectations of certain levels of care, but we need to determine what that means in terms of people hours and resources.

Mr. Root distributed a draft document describing groundskeeping and custodial work that needs to be done in the District. He asked the District Council for their input on standards of service, but it's our task to define what work should be done by custodial staff. Part of this process has to include defining the things that are most important, i.e. cleanliness and safety and security. We understand that in the process, there is also a process of bargaining because it involves workload. We especially need to know if we have enough personnel or when work being done is not related to someone's scope of responsibilities. The Facilities Committee is working on these issues. The document distributed to the District Council today is intended to be a working document. Mr. Gee asked how we determine what technology a building needs and how often do we need to upgrade. What about support for wireless technology, cables needed, etc. Mr. Root answered that these issues will be dealt with in a different document. In the distributed document, we're dealing with work done by groundskeeping and custodial staff. Mr. Yancey said the second draft should have comments and input from the CSEA and other groups. It should also have input from the unit members who are doing the work. Ms. Lynch commented that the position descriptions in the document did not have the names of the staff filling those positions. Mr. Frazier expressed a concern that we don't really have anyone in the District who really moves people. Currently, faculty call Mr. Bruce Gordon when a move needs to happen. We also need to find out what kind of training is necessary for movers. Ms. Hanfling said these concerns need to be delegated to CSEA so these assignments can be fleshed out. Chancellor Pérez said this document reflects what is happening now, not necessarily what we want to happen. There is also a difference between faculty needs and custodial care, i.e., who locks up a building. Mr. Root said, yes, we can start by determining who opens and shuts down the buildings. This action can trigger the conversation with the CSEA. And any ideas that define standards would be helpful. Mr. Yancey said our first step would be to determine what needs to be done. We can agree to the standards and then determine who does the work later on. Mr. Gee said that special training or special skills needed should be noted on this document. Ms. Lynch disagreed because that would be going into the job descriptions. Mr. Root said that is not something we should cover in this document. However, the Facilities Committee will be taking this up in their next committee meeting.

ACTION ITEMS:

Ron Root and Beverly Lynch will meet to discuss the document before it is considered further by any committee.

3) ITSS Report and Planning

Mr. Tom Onwiler distributed a Datatel and MyWeb Action Plan. The upgrade to Datatel Release 18 in October created a number of issues with the availability and speed of the Datatel web application. The system has been locking up and freezing. There have been problems with the WebAdvisor garbage collection and the automatic request to reset the password. Mr. Onwiler explained the steps being taken to correct these problems. Chancellor Pérez said our District probably has one of the worst student online registration of any district in the Bay Area. And these registration glitches are hurting us. Mr. Onwiler said he has worked with three different institutions that have had success in getting Datatel to work. It's just a matter of time before we will do the same. Mr. Hawkins said we haven't done diligence after the initial implementation to make sure we are using Datatel to the best of its ability. Ms. Hanfling asked why the whole system went down during the upgrade. Mr. Onwiler stated that Datatel actually did the upgrade—it wasn't done in house. Mr. Gee said the District needs test systems to ensure the

new production system is working and things are backed up. Mr. Root said this was the biggest revision since 2001. Ultimately, it's about resources. We ran parallel systems, but we didn't document all the side software we were running. We had over 160 programs that we had fudged into the system to make it do what we wanted it to do. This can happen when there isn't strong leadership in IT. Employees can take it upon themselves to add software to the system, and then you will have a legacy system that won't transfer to the new system. We also use Oracle, and both systems had to be upgraded at the same time.

Mr. Onwiler distributed a Computer and Network Use Policy and Procedures document. Mr. Yancey said this is a significant issue to the Faculty Association because much of the proposed policy is negotiated. A recent incident of inappropriate email was handled correctly by President David Coon. We don't want to restrict or control how email is used. Mr. Root said we should review this document and see if it has any benefit. ITSS needs to make sure that a disgruntled employee leaving their division cannot do any harm to our systems. Mr. Onwiler said the document is a combination of policies from the State Chancellor's Office, schools in Southern California, and a DO policy that already existed, as well as input from Mr. Patrick Butler. Ms. Hanfling asked if he had looked at any other community college in this area, such as Foothill/De Anza. Mr. Onwiler answered, yes, he had looked at policies from other schools in the area, but this document was drafted primarily from materials received from the State Chancellor's Office. Ms. Hanfling requested that Mr. Onwiler email her these documents. Mr. Hawkins said he thought this policy is long overdue in this district, and he didn't understand the faculty's concerns. Ms. Hanfling answered that it's the abuse of power faculty is worried about.

ACTION ITEMS:

District Council members will review the Computer and Network Use Policy and Procedures document and give their feedback to Mr. Onwiler.

Mr. Onwiler will email materials he received from State Chancellor's Office to Ms. Hanfling.

4) Discrimination Procedures: final review

Mr. Arturo Ocampo distributed a proposed final draft of the District's Discrimination Complaint Procedures. Some members of the District Council asked him to send them the draft as they did not receive it. Chancellor Pérez said the district is trying to identify issues to people sooner so that we can address them later. We don't want to find ourselves in a discrimination lawsuit. Ms. Hanfling said the faculty is very much in support of this document. She thanked Mr. Ocampo for working well with the faculty on this. And assuming that we don't get a lot of negative input from other faculty, she recommended this document come back to the District Council and have it ready to go. Mr. Gee indicated the complaint form was not attached to the document. Mr. Ocampo answered that the complaint form was revised, and he would send it to members of the District Council. Mr. Gee recommended that the form have a place where each step in the grievance process can be dated so that there would be a tracking process of the grievance. Mr. Ocampo answered that, although that's a good idea, he was not privy to the informal complaints made at each campus. And this is a problem since the new procedures state that he needs to be notified about all complaints.

ACTION ITEMS:

Arturo Ocampo will email to District Council via Joy Pace the proposed final draft of the District's Discrimination Complaint Procedures along with the revised complaint form.

5) District Vision and Mission – process for updating

Chancellor Pérez stated the Board of Trustees wants to revise its vision and mission for the district. They have been thinking about the connection between this district and the community. Four of our seven board members are running for re-election this year. Chancellor Pérez said she is trying to arrange a board retreat on vision and priorities.

ACTION ITEMS:

Chancellor Pérez will plan a board retreat to discuss the District's vision and mission.

6) Authority and Procedure for Pulling Agenda Items from Board Meetings

Chancellor Pérez expressed her concern that board agenda items are not reviewed properly with constituency groups before the board meeting. She stated that Ms. Lynch had a very good point in questioning the classification of a secretary for a dean at EVC. However, questions such as these, and whether or not to pull these items, are things that can be discussed with administrators prior to the board meeting. As a district, we can do better with how we run our board meetings. Chancellor Pérez also stated that she wants to schedule a Brown Act training session at a District Council meeting so that we're all informed about the proper way to behave at board meetings. Mr. Root said there are ways to improve our process, and part of that includes training to distinguish the difference between law, culture and protocol. Chancellor Pérez said she also wants to assist the Board in overcoming their propensity for micromanagement.

ACTION ITEMS:

Joy Pace will schedule meeting with Chancellor Pérez and constituency groups to review board agenda prior to board meeting.

7) Spring PPD

Chancellor Pérez announced that Spring PPD activities will be planned at each college, and, unless there is a particular reason to meet, it will just be another work day at the District Office.

ACTION ITEMS:

None

The meeting adjourned at 5:17 p.m.

AGENDA

DISTRICT COUNCIL MEETING

March 13, 2008

3:00 – 5:00 p.m.

District Conference Room

1. Approval of February 21, 2008, minutes
2. District Committee Reports
 - a. District Budget Committee (Root)
 - b. District Facilities Committee (Root)
 - c. Citizens' Bond Oversight Committee (Root)
 - d. Retirement Board (Root)
 - e. District Technology Committee (Onwiler)
3. Policy on Smoke Free Campus (V. Scales, M. Burke)
4. Discrimination Policies (A. Ocampo)
5. Computer Use Policies (T. Onwiler)

SJECC DISTRICT COUNCIL MEETING MINUTES

**March 13, 2008
3:00—5:00 p.m.
District Conference Room**

Attendees:

M. Burke, C. Frazier, H. Gee, , K. Hay, B. Hanfling, D. Hawkins, B. Jones, M. Kirkham, Y. Madrigal, A. Morris, R. Perez, R. Root, J. Tomisaka, R. Woods, V. Scales, D. Yancey

Absent:

D. Coon, E. Ortiz-Kristich, B. Lynch, T. Onwiler,

Other Attendees:

P. Butler, for B. Lynch (J. Thompson)

Recorder:

J. Pace

1) Approval of February 21, 2008 minutes

The February 21, minutes were approved as amended by members of District Council.

2) Policy on Smoke Free Campus

Ms. Virginia Scales discussed the many steps SJCC took in moving the campus towards a non-smoking policy. A committee was formed on campus to address the issue. Signs were posted around doorways prohibiting smoking within 20' of any door or window. The committee also met with the Health Department and was advised the campus would be allowed to enforce a no-smoking policy if the college provided health education on smoking to the students.

Ms. Teresa Van Devere distributed her proposal for a non-smoking policy at SJCC. She expressed her belief that because the no-smoking issue was not a policy, the police department would not enforce the law of "no smoking within 20' from the buildings." Her plan includes two phases.

Phase I: Beginning Summer 2008 through Summer 2009, implement a planned enforcement through education phase.

Phase II: During the 2008-2009 academic year, form a district-wide committee to create the policies and procedures for disciplinary action to be taken if someone violates the policy. Make the disciplinary plan effective Spring 2009.

Chancellor Pérez recommended that if all the constituency groups agree, she would like to submit something to the Board which would allow the colleges to move toward a smoke-free policy. Mr. Yancey agreed but suggested that any smoke-free policy proposed by the district must also get the approval of the FA and CSEA before it is submitted to the Board.

ACTION ITEMS:

- FA and CSEA representatives will distribute proposal and discuss smoking rules and restrictions

3) District Committee Reports

Mr. Root gave an update on activities of our district-wide committees.

The Budget Committee met several times in the spring to discuss 50% Law, track record of district, and State budget status. The committee focused on what budgeting principles might apply during various scenarios of the budget crisis as the district will most likely be facing a \$1 million budget cut.

The District Facilities Committee met to discuss sustainability issues and reviewed standards of excellence for facilities and grounds.

The Citizens' Bond Oversight Committee met several times in the spring and approved their annual report, which will be presented to the Board at the May board meeting.

The Retirement Board held two meetings in the spring and is doing some committee work on issuing pension bonds.

The District Technology Committee meetings have been delayed by Mr. Onwiler and will most likely begin meeting in a couple of weeks.

ACTION ITEMS:

None

4) Discrimination Procedures

Mr. Gee reported that EVC Academic Senate has not yet approved the discrimination procedures, but may do so at the next meeting scheduled on April 1. He also stated the Diversity Action Council should also review the procedures.

ACTION ITEMS:

- Chancellor Pérez asked Mr. Gee to be ready to vote on the discrimination procedures at the April 17 District Council Meeting.
- This item will be placed on the April 17 District Council Meeting agenda.

5) Computer Use Policies

Mr. Butler distributed Draft #4 of E-Mail Guidelines and Etiquette. He stated this was not a district policy but guidelines that would inform district staff of the appropriate use of email. Chancellor Pérez said the Board is getting impatient and concerned because we have nothing in writing dealing with the use of technology. They are so concerned, in fact, that they are

moving towards forming a Board Technology Subcommittee. Mr. Gee stated that EVC approved this document years ago because these are guidelines to assist people, not policies that are imposed. Chancellor Pérez asked the District Council if this document can be distributed to the Board and also enclosed in orientation materials. The District Council agreed to the use of this document. Mr. Gee also recommended it be posted on the District website.

ACTION ITEMS:

- Chancellor Pérez will distribute E-Mail Guidelines and Etiquette to Board of Trustees.
- Vice Chancellor Morris will include document in District orientation materials.
- Mr. Butler will have document posted on District website after it goes to the Board.

6) Chapter 6 of District Policies and Procedures

Mr. Root reviewed Chapter 6 of District Policies and Procedures. He stated that a new section will be included in Chapter 3 to address non-academic issues such as alcohol, smoking, etc. He asked District Council members to identify areas in which they think needs more work. Mr. Root said his goal was to be able to move this forward from the District Council after spring.

ACTION ITEMS:

- Mr. Root will work with Messrs. Gee and Yancey and Ms. Lynch to revise and update draft.

The meeting adjourned at 4:55 p.m.

AGENDA

DISTRICT COUNCIL MEETING

April 17, 2008

3:00 – 5:00 p.m.

District Conference Room

1. Brown Act Training Seminar conducted by Robert G. Henry, Attorney, School and College Legal Services of California – Materials will be provided at the meeting.

SJECC DISTRICT COUNCIL MEETING MINUTES

**May 15, 2008
2:00—4:00 p.m.
District Conference Room**

Attendees:

M. Burke, C. Frazier, H. Gee, B. Hanfling, D. Hawkins, M. Kirkham, E. Ortiz-Kristich, R. Perez, R. Root, V. Scales, D. Yancey

Absent:

D. Coon, K. Hay, B. Jones, B. Lynch, Y. Madrigal, A. Morris, T. Onwiler, J. Tomisaka, R. Woods

Other Attendees:

A. Ocampo

Recorder:

J. Pace

1) Approval of March 13, 2008 minutes

The March 13, 2008, minutes were approved as amended by members of District Council.

2) District Committee Reports

Mr. Root gave an update on activities of our district-wide committees.

The Budget Committee is working on a board recommendation to sell OPED bonds. They have also discussed the impact of anticipated budget cuts, which may include a 7-10% cut in categorical programs.

The District Facilities Committee is trying to package a sustainability plan and focus on comprehensive sustainability in the Fall. An ad hoc committee that will focus on green technologies has been formed. This committee will focus on four areas: energy, construction, recycling, and landscaping.

The Citizen's Bond Oversight Committee presented their annual report to the Board of Trustees. This committee plans to meet again in the summer.

Some members of the Retirement Committee met to discuss issues related to the formal role of a Retirement Board. The Retirement Committee recommended the district retain the services of a financial adviser, who would assist us on a proposal for a bond issuance to cover the district's liability to fund retiree benefits.

The District Technology Committee plans to have its first meeting in the summer.

ACTION ITEMS:

- None

3) Discrimination Complaint Procedures

Mr. Arturo Ocampo announced the policy itself will be placed on the June Board agenda for a first reading, and will then be placed on the July Board agenda for, hopefully, approval of the Board.

ACTION ITEMS:

- Mr. Ocampo will submit the policy as a Board agenda item.

4) Chapter 6 of District Policies and Procedures

Mr. Root reviewed the changes he made in Chapter 6. The ethics policy has been eliminated and replaced with a fraud policy. The Chancellor, in consultation with the constituency groups, will schedule a meeting to come to an agreement on standards of maintenance for the district. Ms. Lynch has already met with groundskeeping and maintenance personnel, and their input has been incorporated into this document.

ACTION ITEMS:

- Mr. Root will send revised policy to Academic Senate for their use as a first reading.

5) District Facilities Standards of Maintenance

Mr. Root reported that Ms. Lynch reviewed the document with CSEA, and they were in agreement with it.

ACTION ITEMS:

- Mr. Root will include this document into Chapter 6 of the Board policies.

6) Update on Smoke Free Campus

No action has been taken on this issue since the last District Council meeting.

ACTION ITEMS:

- None

7) Student Health Fee Waivers

May 15, 2008 District Council Meeting Minutes

Chancellor Pérez said the district plans to get Board approval for discontinuing student health fee waivers. Because so many of our students have participated in these waivers, the district can no longer cover the costs. However, the fee will only be increased by \$2; it's \$14 now for non-BOG students and will become \$16 in the Fall. The district is committed to assisting any student who won't be able to attend our college because they need fee waivers to do so. We will look into areas such as book loan grants and Foundation dollars as a means to assist BOG students.

ACTION ITEMS:

- Mr. Root will prepare Board agenda item.

The meeting adjourned at 3:41 p.m.

AGENDA

DISTRICT COUNCIL MEETING

**September 18, 2008
3:00 – 5:00 p.m.
Workforce Institute, T-112**

1. Approval of May 15, 2008, minutes
2. Review of District Committees and their Roles (Pérez/Root)
3. District Committee Reports
 - a. District Budget Committee (Root)
 - b. District Facilities Committee (Root)
 - c. Citizens' Bond Oversight Committee (Root)
 - d. Retirement Board (Root)
 - e. District Technology Committee (Onwiler)
4. Report on Applicants and Transfers to UC Berkeley (Jones)
5. Foundation Employee Campaign (Cassidy)
6. Discussion on new Budget Model and its Implementation (Pérez/Root)
7. Implementation of College Based Budget Models (Burke/Coon)



SJEC DISTRICT COUNCIL MEETING MINUTES

**September 18, 2008
3:00—5:00 p.m.
Workforce Institute, T-112**

Attendees:

L. Armstead, M. Burke, D. Coon, C. Frazier, H. Gee, B. Hanfling, B. Jones, B. Lynch, T. Onwiler, R. Perez, R. Root, D. Yancey

Absent:

D. Hawkins, K. Hay, M. Kirkham, Y. Madrigal, E. Ortiz-Kristich, J. Tomisaka, J. Velasquez

Other Attendees:

C. Cassidy

Recorder:

J. Pace

1) Approval of May 15, 2008 minutes

The May 15, 2008, minutes were approved as amended by members of District Council.

2) Review of District Committees and their Roles

Vice Chancellor Root reviewed the purpose and responsibilities of the various district committees. The District Council can initiate conversations about policy. Its members represent the various constituency groups of the district. The agenda and minutes of these meetings are posted on the District website. The District Budget Committee, whose description can also be found on the district website, is still in the process of appointing new members. It would be helpful if this committee had two members representing each of the colleges as a part of this committee since the district is trying to vest more authority at the college level. One of the issues of the District Budget Committee is the resource allocation model we use to determine how much money goes where. The District Facilities Committee reviews sustainability and “green” issues; it does not get into bond issues. However, this committee will be reviewing construction standards. Chancellor Pérez said that if the Board approves a new bond measure, the committee will become more important. The land use proposal came from the Board. We may return to land use. If so, we need to use the District Facilities Committee for this task. Vice Chancellor Root said that if the Board approves some kind of bond measure in the future, this committee will develop a plan for the Chancellor and Board for their review. The Citizens’ Bond Oversight Committee only meets a couple of times a year. They haven’t met yet this year. However, their first report to the Board was a good one. Mr. David Yancey stated that it’s important we have a relationship with this committee, especially since we are planning to go for

another bond measure. The Retirement Board has not yet met. This committee is a legal body that has authority to make decisions on fiscal matters regarding the district's retirees. Appointments to the Retirement Board are made by the Board of Trustees. The minutes and documentation for these meetings have been handed over to our auditors. The Retirement Board is currently working on the district retirees unfunded liability plan.

3) District Committee Reports

Mr. Root included this report in his discussion of district-wide committees and their roles.

Mr. Tom Onwiler distributed the latest draft of the District Technology Use Policy. Chancellor Pérez discussed the concerns of faculty and staff regarding invasion of privacy. However, the Board of Trustees is supportive of a district policy regarding technology use. As a result, the Board appointed a subcommittee chaired by Autumn Gutierrez, which already met with some district staff and legal counsel. Chancellor Pérez asked the various district constituency groups to review this draft so that Mr. Onwiler can bring a final draft policy back to the Board subcommittee for review at their November meeting. Ms. Barbara Hanfling said the recent report given to the Board was the first time the district heard the Board's concerns about the lack of a technology use policy. However, any policy dealing with faculty confidentiality is a bargainable issue. Chancellor Pérez answered that the Board has a right to look into things that concern the district's liabilities. And people's rights are protected in the draft policy. Mr. Yancey said the FA would be happy to work with the district on this policy. A district policy that protects equipment is a good idea, but so far there have been two drafts distributed without any consultation with the FA. Mr. Root answered that this draft was not sent out to the whole district. Mr. Henry Gee said the Board did state they wanted a computer use policy. It would not be expected that the Board would sit down and write such a policy and distribute it. He said he'd like this draft to go back to the college's technology committees. Chancellor Pérez answered that our Board is within their authority to act on this policy. She encouraged the District Council members to review the draft document in any format they want. However, it can't be reviewed by the colleges as a whole; there needs to be some kind of subcommittee review. Action items (see below.)

4) Report on Applicants and Transfers to UC Berkeley

Dr. Bayinaah Jones discussed a meeting she attended with the U.C. Berkeley Chancellor and college CEO's to discuss student transfers. She distributed a document from this meeting and discussed their findings.

5) Foundation Employee Campaign

Ms. Carol Cassidy gave an overview of the District Foundation's Matching Fund Program for 2008-2011. She also reviewed the Foundation's efforts to encourage district employees to make donations to the Foundation. She said a letter would be sent to all faculty and staff requesting donations, and this letter will have a payroll deduction form attached to make it easier for them to make donations if they so desire.

6) Discussion on new Budget Model and its Implementation

Vice Chancellor Root distributed a Planning & Budgeting: A New Process document and discussed the establishment of separate college and District Office budgets, as well as the authority of the various district committees and constituency groups.

7) Implementation of College Based Budget Models

This item was not discussed.

The meeting adjourned at 5:25 p.m.

Action Items

Meeting Date	Action Item	Person Responsible	Completion Date
9/18/08	Meet to review draft District Technology Use Policy	David/Barbara Ron/Tom	By 10/16/08
9/18/08	Chris Frazier to determine how SJCC Academic Senate will review draft District Technology Use Policy	Chris Frazier	By 10/16/08
9/18/08	CSEA to review draft District Technology Use Policy	Bev	By 10/16/08
9/18/08	Chancellor will review draft District Technology Use Policy with FA/CSEA	Rosa	By 10/16/08
9/18/08	Send a copy of Foundation donation request letters to District Council	Carol	By 10/16/08



AGENDA

DISTRICT COUNCIL MEETING
DO Conference Room
November 20, 2008
3:00 – 5:00 p.m.

1. Approval of September 18, 2008, minutes
2. District Committee Reports
 - a. District Budget Committee (Root)
 - i. 9.25.08 Budget Committee Meeting minutes attached
 - b. District Facilities Committee (Root)
 - c. Citizens' Bond Oversight Committee (Root)
 - d. Retirement Board (Root)
 - e. District Technology Committee (Onwiler)
3. District Budget Reductions Process (Root)
4. Final Review: Chapter 6 District Policies and Procedures (Root/Gee)
5. Draft Review: Computer Use Policies and Procedures (Onwiler)
6. Update on No Smoking Policy for both Colleges and District Office (Burke/Coon)
7. Update on Student Patrol Program at SJCC (Yancey)
8. Recommendations to Reduce Textbook Costs (Pérez)



SJECC DISTRICT COUNCIL MEETING MINUTES

**November 20, 2008
3:00—5:00 p.m.
DO Conference Room**

Attendees:

D. Hawkins, M. Burke, D. Coon, C. Frazier, H. Gee, B. Hanfling, B. Lynch, T. Onwiler, R. Perez, R. Root, D. Yancey, J. Tomisaka

Absent:

L. Armstead, Y. Madrigal, E. Ortiz-Kristich, J. Velasquez, B. Jones

Recorder:

E. Valderrama

1) Approval of September 18, 2008 minutes

The September 18, 2008, minutes were approved as amended by members of District Council.

2) District Committee Reports

- a) Mr. Root distributed minutes of the October District Budget Committee meeting. The committee has a web page containing the October minutes; hard copies will no longer be handed out at the DC meetings. Mr. Root provided an overview of the District's current fiscal circumstances, described his commitment to trust and transparency, and reported how the district is running out of reserve funds. The Council recommended that employees from throughout the District be allowed to offer suggestions on how to save resources. It was agreed that the Chancellor would work with Tom Onwiler to set up a site on the District webpage for comments and recommendations that will then be sent to the District Budget Committee for review. Ms. Hanfling recommended that we do not use the words "hiring freeze." She also urged the District to proceed with the planned hiring of full-time faculty. The District Budget Committee will be prepared to give their recommendations for budget reductions at their December 18 meeting.
- b) Mr. Root reported the District Facilities Committee had no reportable actions. They are in discussions on sustainability policy, emergency conservation and recycling.
- c) Mr. Root said the Citizens Bond Oversight Committee will have their next meeting in January 2009.
- d) Mr. Root said the Retirement Board will meet after bonds are issued.

- e) Mr. Onwiler gave an update of the District Technology Committee. He reported that, as a result of the district's technology replacement plan, new computers are beginning to roll out at both campuses. This technology upgrade is being funded through bond money; \$1.0 million per year to refresh technology district wide; 1,300 computers per campus. Mr. Onwiler also discussed the difficulties in the switch from WebCT to Blackboard and is looking into other more effective systems.

3) District Budget Reductions Process

Chancellor Pérez expressed her concern about trust and transparency. The district will continue to review everything during this period of uncertainty and consider both efficiencies and savings as well as potential reductions into the future if the State legislature significantly reduces our revenue. Mr. Yancey would like to know the criteria used for any proposed changes in the course schedule. He feels any proposed changes needs to be shared with the governance groups. He would also like to know the timeline for the actions being proposed and whether or not these changes would be considered in time for January's board meeting? Chancellor Pérez replied that we, hopefully, will know how much money we are talking about by the end of January. Mr. Gee added that EVC's budget committee has an open process which is inclusive of all constituencies. They would like to know more about the budget impact and how to make recommendations to the college president. He also asked if the DO budget committee has guidelines that they could follow. Chancellor Pérez said yes, that they are occurring in discussion at the colleges since the DO will not make decisions for the colleges. The Board, however, has the right to provide priorities and principles and will likely do so within the next two months. The DO will also take significant cuts. However, although we can advise and discuss these cuts, the Board will make the final decision. Mr. Root warned we need to avoid pitting entity against entity or office against office and to stay away from things that would divide us. There needs to be equity in terms of cuts, and there is no particular formula. The DO budget committee has preliminary principles in place.

4) Final Review: Chapter 6 District Policies and Procedures

Mr. Root said Chapter 6 is ready to go to the Board. He pointed out a segment regarding non smoking; the policy currently states tobacco shall not be brought onto campus. The District Council recommended that this be eliminated. Mr. Burke asked about procedures pertaining to conferences; would a hotel stay be permitted in San Francisco? Mr. Root confirmed, yes, as long as the distance is more than 45 miles away from the campuses, which does include San Francisco. Mr. Root added that another change to the policy is the establishment of a per diem for meals.

5) Draft Review: Computer Use Policies and Procedures.

Mr. Onwiler has given a draft of the first reading of the policy. It will need to be reviewed by the constituency groups, such as CTC, Senate, FA and CSEA. He will use college councils to distribute and gather comments; and, hopefully, will have a second draft ready by March or early April.

6) Update on No Smoking Policy for both Colleges & District Offices.

Mr. Burke said the SJCC campus has decided to become a smoke free campus. Mr. Yancey would like to see an advisory group to educate the campus on the dangers of smoking. CPC

supports this as well. Mr. Coon needs time; there has been no dialogue yet with students or employees at EVC. Mr. Gee mentioned they are still working on the 25' rule. Chancellor Pérez said the DO already has the 25' rule in place.

7) Update on Student Patrol Program at SJCC.

Mr. Root reported that he has been successful in clearing the liability, and the permission forms are ready. Messrs Burke and Williams are now in the process of deciding the dollar amount of liability and definition of duties. Mr. Crawford said the fees of supervision are to be paid by ASB. The budget portion is still in process.

8) Recommendations to Reduce Textbook Costs.

Chancellor Pérez mentioned that in 5/08 the State Chancellor Board of Governors started the "Textbook Affordability Task Force". Mr. Parker has been assigned to research different means of adopting guidelines. Chancellor Pérez said we need textbook procedures when creating curriculum. She asked that a task force be created to address this issue. She requested the CSEA, Senate, FA find volunteers and the presidents find students willing to serve on the taskforce. Mr. Frazier said the SJCC senate subcommittee meeting indicated that few of the BOG recommendations were appropriate to our campus. The only exception was that of educating faculty. Outside the BOG recommendations we observed that since we have disproportionately many more Basic Skills students, and since these students do not have to use textbooks that must be accepted by an articulation agreement with other campuses, we could save a considerable amount of money by writing our own text in the Basic Skills areas. Mr. Yancey suggested that there already is some good practice that can be reviewed. Mr. Gee said EVC is putting a policy together on textbook adoption and will also address affordability issues.

The meeting adjourned at 4.50 p.m.

Action Items

Meeting Date	Action Item	Person Responsible	Completion Date
11/20/08	Create task force to develop textbook procedures/guidelines	All	TBD
11/20/08	Finalize details for student patrol program at SJCC	Burke/Williams	TBD
11/20/08	Meet with students and employees at EVC to discuss campus non-smoking policy	President Coon	TBD
9/18/08	Meet to review draft District Technology Use Policy Update 11/20/08 – meet with constituents groups for 2 nd draft	David/Barbara Ron/Tom	By Mar/April '09
9/18/08	Chris Frazier to determine how SJCC Academic Senate will review draft District Technology Use Policy	Chris Frazier	Completed
9/18/08	CSEA to review draft District Technology Use Policy	Bev	Completed
9/18/08	Chancellor will review draft District Technology Use Policy with FA/CSEA	Rosa	Completed
9/18/08	Send a copy of Foundation donation request letters to District Council	Carol	Completed



AGENDA

DISTRICT COUNCIL MEETING
DO Conference Room
December 18, 2008
3:00 – 5:00 p.m.

1. Approval of November 20, 2008, minutes
2. District Committee Reports
 - a. District Budget Committee (Root)
 - b. District Facilities Committee (Root)
 - c. Citizens' Bond Oversight Committee (Root)
 - d. Retirement Board (Root)
 - e. District Technology Committee (Onwiler)
3. Review of Policy and Procedures on Nondiscrimination
4. Review of Proposed Timeline for Review of HR Board Policies and Procedures



SJECC DISTRICT COUNCIL MEETING MINUTES

**December 18, 2008
3:00—5:00 p.m.
DO Conference Room**

Attendees:

L. Armstead, M. Burke, D. Coon, C. Frazier, H. Gee, B. Hanfling, , D. Hawkins, B. Jones, B. Lynch, T. Onwiler, R. Perez, R. Root, D. Yancey, J. Tomisaka, J. Velasquez

Other Attendees:

S. Dillon

Absent:

Y. Madrigal, E. Ortiz-Kristich

Recorder:

J. Pace

1) Approval of November 20, 2008 minutes

The November 20, 2008, minutes were approved as amended by Chris Frazier.

2) District Committee Reports

- a) District Budget Committee - Vice Chancellor Root commended Chancellor Pérez for her hard work in staying in touch with our legislators and other local Chancellors during our State budget crises. He also thanked her for keeping members of the district informed, stating the recent summary status report she sent districtwide. Members of our campus community have been submitting suggestions for saving money, and the attitude overall has been very positive. However, the budget concerns have never really been about this year—it's about next year. Vice Chancellor Root said he was very pleased with the latest District Budget Committee meeting because of the progress made in defining what the committee is about and what its role is in the shared governance process. However, the committee is not yet clear on the role of the District Budget Committee as it relates to both colleges. Vice Chancellor Root distributed a document, Principles for Budget Development, which was developed by the committee to establish a budgetary philosophy reflecting the core values of the district. He asked the District Council to adopt these principles. Chancellor Pérez added that she wanted to share this document with the Board of Trustees before they develop their own principles. The District Council adopted the Principles for Budget Development document with one change: Page 2, #9 – delete “excluding salary and benefits” from first sentence.

- b) District Facilities Committee – The goal is to establish a district sustainability plan by the end of the year. This plan would be a comprehensive package informing members of the district and public about structural issues on our campuses that need to be addressed using bond funds, how we're going to conserve our resources in incorporating green practices throughout the district, etc.
- c) Citizens Bond Oversight Committee – The committee will have their next meeting in January 2009.
- d) Retirement Board – Has recently been given legal authority by the Santa Clara County Court to invest funds in trust for the district. This legal authority is something the Governing Board itself doesn't have. However, things are on hold now because it's almost impossible to sell bonds in the current fiscal climate.
- e) District Technology Committee - Mr. Onwiler said the committee is working on consolidating efforts between the two colleges. This not only saves the district money, but also saves additional money by getting reduced prices with vendors. A major focus for the committee is reviewing areas where the district can go green. One area where the district is doing that is by getting rid of CRTs and replacing them with LEDs, which utilize 1/50 amount of energy. We're also in the process of eliminating 23 old servers and incorporating them into 3 servers. The District Technology Use Policy is not yet ready to be presented to the Board since it is still being reviewed by SJCC's campus Technology Committee and EVC's College Council.

3) Review of Policy and Procedures on Nondiscrimination

Acting Vice Chancellor Dillon reviewed the proposed changes requested by the State Chancellor's Office, and members of the District Council made additional revisions. This document will be revised and distributed before February's District Council meeting.

4) Review of Proposed Timeline for Review of HR Board Policies and Procedures

Members of the District Council recommended changes in the timeline to allow for the various governance committees at both colleges to review the changes. Acting Vice Chancellor Dillon will distribute a revised timeline before February's District Council meeting.

The meeting adjourned at 5:03 p.m.

Action Items

Meeting Date	Action Item	Person Responsible	Completion Date
12/18/08	Revise Policy and Procedures on Nondiscrimination and Proposed Timeline for Review of HR Board Policies and Procedures	Sandi	By 2/19/09
11/20/08	Create task force to develop textbook procedures/guidelines	All	TBD
11/20/08	Finalize details for student patrol program at SJCC	Burke/Williams	TBD
11/20/08	Meet with students and employees at EVC to discuss campus non-smoking policy	President Coon	TBD
9/18/08	Meet to review draft District Technology Use Policy Update 11/20/08 – meet with constituents groups for 2 nd draft	David/Barbara Ron/Tom	By Mar/April '09
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9/18/08	Send a copy of Foundation donation request letters to District Council	Carol	Completed