

DISTRICT COUNCIL COMMITTEE

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AGENDA

DISTRICT COUNCIL MEETING
DO Conference Room
February 26, 2009
1:00 – 3:00 p.m.

1. Approval of December 18, 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. Update on District "Going Paperless" (Onwiler)
4. Approval of Proposed Timeline for Review of HR Board Policies and Procedures (All)
5. Review of BP 1910 Nondiscrimination and Complaint Procedures (Dillon)
6. Adoption of District's Principles for Budget Development (All)
7. Discuss Conversion of Fresh & Natural contract to allow for Compostable (non-styrofoam) Containers (Frazier)



SJECC DISTRICT COUNCIL MEETING MINUTES

**February 26, 2009
1:00—3:00 p.m.
DO Conference Room**

Attendees:

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

Other Attendees:

S. Dillon

Absent:

L. Armstead, D. Coon, Y. Madrigal, B. Lynch, E. Ortiz-Kristich, J. Velasquez

Recorder:

J. Pace

1) Approval of December 18, 2008 minutes

The December 18, 2008, minutes were approved as amended: Ms. Sandi Dillon was added to attendance list.

2) District Committee Reports

- a) District Budget Committee - Vice Chancellor Root reported that the committee has been having intensive discussions focused on what has been coming out of the State legislative process. As a result of these conversations, the committee has come up with substantive recommendations that will be brought before the Academic Senates and districtwide constituency groups soon.
- b) District Facilities Committee – Vice Chancellor Root gave an update. The committee is meeting every month, with a focus on sustainability. As part of those discussions, Mr. Onwiler will be giving a report to the DC supporting a district plan to go paperless. Conserving resources will be a continued focus for the district in our efforts to both save money and go green. Another thing to consider is that neither Measures I or G dealt with a systematic plan for technology upgrades. Thus, every dollar spent on technology is a dollar the district loses for brick and mortar. IT has never been a part of our measure plan; but, as time goes on, it will become even more important. The district is also reviewing a mass notification system to assist with security. VOIP has been approved by the Board of Trustees, and we plan to have the infrastructure in place in the next six months. The district is still reviewing the feasibility of having security towers installed;

but, in order to install them, we'd need to have a 24/7 dispatch center in order to avoid potential litigation problems.

- c) Citizens Bond Oversight Committee – Will be meeting in the next two weeks.
- d) Retirement Board – Has not yet met this year as a Board. However, the committee is making a lot of progress and is working on a letter of credit for a bond issuance. The plan is to bring bond documents to the Board at the April board meeting.
- e) District Technology Committee – Mr. Onwiler gave an update. He discussed the work done on the Datatel portal; and, per the request of DC members, agreed to do a demo at the March DC meeting. Mr. Onwiler reported that the District Computer Use Policy has gone to the technology committees on both campuses, and SJCC may approve tomorrow. The laptop replacement policy is also being reviewed.

3) Update on District “Going Paperless”

Mr. Onwiler distributed an IT Green Initiative Proposal for discussion. The DC recommended that the list be prioritized and include timeframes. They also recommended that Datatel #5 Assessment be removed from the document.

Mr. Onwiler said ITSS's goal is to make sure that computers are upgraded and can handle the necessary software. Mr. Gee expressed his concern that most people will not sign up for anything that is not ready to go or is too time consuming. Mr. Onwiler answered that it's all about training—we need to train early and often so users will be ready when new software is implemented. Mr. Yancey said there have been Admissions problems at SJCC; therefore, there needs to be more pilot testing, which has not been previously done at SJCC. Chancellor Pérez stated that it's very important for members of the DC to work with Mr. Onwiler. It's very important for end users to be a part of the testing. It would be helpful if DC members can appoint users in their groups to work with Mr. Onwiler and his team during the testing phase. Mr. Gee said it would be more appropriate if the District Technology Committee appointed people to work on the testing.

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

Ms. Dillon distributed revised timelines for HR Board Policies and Procedures. Ms. Hanfling recommended that DC members need to have discussions in April/May so that the policies can then be reviewed by constituency groups in September/October. Ms. Dillon agreed to revise the timeline.

5) Review of BP 1910 Nondiscrimination and Complaint Procedures

Ms. Dillon distributed Board Policy 1910 revision. The DC recommended she keep the last sentence on Page 5, 9.a, “Prior to completing the investigation, the investigator shall summarize for each party the information gathered in the course of the investigation so that they may respond to any adverse information.”

Mr. Gee stated that we need a procedures manual for this district. Vice Chancellor Root answered that the Board policies direct the Chancellor. However, the internal process is how each department operates; therefore, the procedures are statements of how to interpret Board

policies and what actions need to be taken to support those policies. The DC has the responsibility to advise the Chancellor on the district's policies and procedures, but its role is an advisory one. Mr. Gee responded that the procedures still need to have a standard.

6) Adoption of District's Principles for Budget Development

Vice Chancellor Root will distribute a copy of the revised document to all DC members.

7) Discuss Conversion of Fresh & Natural contract to allow for Compostable (non-styrofoam) Containers

Vice Chancellor Root asked Mr. Frazier to refer this item to the District Facilities Committee since that group is working on sustainability. Mr. Frazier said he would do that and report the committee's recommendation to the DC.

The meeting adjourned at 3:00 p.m.

Action Items

Meeting Date	Action Item	Person Responsible	Completion Date
2/26/09	Refer Fresh & Natural contract issue to District Facilities Committee	Chris	By 3/19/09
2/26/09	Send via email revised District's Principles for Budget Development	Ron	By 3/19/09
2/26/09	Revise HR Board Policies Timeline & BP 1910	Sandi	By 3/19/09
2/26/09	Revise IT Green Initiative Proposal	Onwiler	By 3/19/09
2/26/09	Give Datatel portal demo	Onwiler	At 3/19 DC mtg.
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



AGENDA

DISTRICT COUNCIL MEETING
DO Conference Room
April 16, 2009
3:00 – 5:00 p.m.

1. 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)
 - f. District Research and Effectiveness Committee (Root)
2. Board Policies – Chapter 5 (College Presidents/Academic Senate Presidents)
3. District Mission Statement (Pérez/Ledesma)
4. Child Development Center Assessment to Date (Pérez/Ledesma)
5. Computer and Network Use Policy Revision (Onwiler)
6. Email Usage (Pérez)
7. Appointment of Faculty Member to Participate in CLASS (Pérez)
8. MOU with National Hispanic University (Pérez)



SJECC DISTRICT COUNCIL MEETING MINUTES

**April 16, 2009
3:00—5:00 p.m.
DO Conference Room**

Attendees:

D. Coon, C. Frazier, B. Hanfling, , D. Hawkins, B. Lynch, E. Ortiz-Kristich, T. Onwiler, R. Perez, R. Root, D. Yancey, J. Tomisaka

Other Attendees:

E. Burns, S. Dillon

Absent:

L. Armstead, M. Burke, H. Gee, B. Jones, Y. Madrigal, J. Velasquez

Recorder:

J. Pace

1) Approval of Board Policy 1910 Nondiscrimination

Although there was no recorder; and, therefore, no minutes of the March 18, 2009, District Council meeting, it was announced that DC members approved BP 1910 Nondiscrimination. The policy will be put on the agenda for Board approval at the May 12, 2009, Board of Trustees meeting.

2) District Committee Reports

- a) District Budget Committee - Vice Chancellor Root reminded everyone that minutes of all committee meetings are available on the district website after committee approval. He said the last budget committee meeting focused on the Child Development Centers, Reprographics and the implications of the latest information that came from the state on property tax shortfalls. The discussions have been challenging and difficult because they talked about where cuts can be made. Mr. Yancey said the budget committee is a good idea, but the colleges want to control their own budgets. The district will need to continue to work on clarifying the role of the District Budget Committee and its proper place in decision making and consultation. It cannot conflict with the colleges' role in its budgeting process.
- b) District Facilities Committee – Vice Chancellor Root explained how excited the committee is about the Sustainability Plan. This is a very critical plan for our district because of its impact, not only on the environment, but also on the budget. The area that has made the most progress is in the consumption of energy. Hopefully, the district will move forward on the total plan.

- c) Citizens Bond Oversight Committee – This committee met a couple of weeks ago and reported that they were pleased with the audit reports. Another meeting will be held to review their draft before the annual report is delivered to the Board.
- d) Retirement Board – OPEB bonds will be complicated to sell because the credit market is just not there. And these bonds will also be backed only by our own assets. On a positive note, retiree benefits are increasing less than active employees' costs. It is a good time to be an investor market.
- e) District Technology Committee – Mr. Onwiler said the committee did not meet over Spring break. However, the committee is working on green initiatives. The highest priority is to go paperless. The District Technology Replacement Plan will ensure that everyone will be compliant within two years. A Printer/Copier Plan is also being considered so that one contract will handle these functions which will lead to savings for the district.

3) Board Policies – Chapter 5

This policy is still being reviewed by EVC Student Services and will be sent to Mr. Frazier for review by SJCC Academic Senate.

4) District Mission Statement

Chancellor Pérez distributed a draft District Mission Statement which she plans to propose for Board approval at an upcoming Board meeting.

5) Child Development Center Assessment to Date

Chancellor Pérez stated the Board is committed to the district having cost-effective Child Development Centers for our students. Ms. Ledesma has looked through the 2003 notes that Trustee Hobbs kept from the last time the CDCs were reviewed. She is also reviewing the number of students using the centers and gathering other information which will be presented to the Board at the May 12 Board Meeting. However, the district is still in the fact-finding mode and probably will not be ready to make a recommendation to the Board until the June Board meeting.

6) Computer and Network Use Policy Revision

Vice Chancellor Root moved and Mr. David Yancey seconded the motion to approve the district's Computer and Network Use Policy. The DC unanimously approved this motion.

7) Email Usage

DC members discussed the use of "All District" emails. Chancellor Pérez asked Mr. Onwiler to draft a process that can be reviewed at a future DC meeting.

8) Appointment of Faculty Member to Participate in CLASS

Chancellor Pérez distributed materials on the CLASS initiative and discussed the district's involvement, especially in light of the Board's focus on student success. She asked the two

academic senate presidents to nominate one faculty member to participate in the Summer Institute.

9) MOU with National Hispanic University

Chancellor Pérez gave a report on the district's interest in the collaboration with National Hispanic University. Both college presidents met with Dr. David Lopez of NHU and discussed how a collaboration between our district and NHU would work. NHU is focusing on developing teachers. They have a mission of serving low-income students. Initially, this collaboration will consist of about 50 students.

The meeting adjourned at 5:03 p.m.

Action Items

Meeting Date	Action Item	Person Responsible	Completion Date
4/16/09	Draft "All District" email process	Tom	TBD
4/16/09	Nominate faculty member to participate in CLASS	Chris/Henry	By 5/21/09
2/26/09	Refer Fresh & Natural contract issue to District Facilities Committee	Chris	Completed
2/26/09	Send via email revised District's Principles for Budget Development	Ron	Completed
2/26/09	Revise HR Board Policies Timeline & BP 1910	Sandi	Completed
2/26/09	Revise IT Green Initiative Proposal	Onwiler	TBD
2/26/09	Give Datatel portal demo	Onwiler	TBD
12/18/08	Revise Policy and Procedures on Nondiscrimination and Proposed Timeline for Review of HR Board Policies and Procedures	Sandi	Completed
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	Completed
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	Completed



AGENDA

DISTRICT COUNCIL MEETING
DO Conference Room
May 21 2009
3:00 – 5:00 p.m.

1. Approval of April 16 Meeting 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)
 - f. District Research and Effectiveness Committee (Root)
3. CDC Review – (Ledesma)
4. Reprographics Program update – (Onwiler)
5. Consultation charts and shared governance (All)



SJEC DISTRICT COUNCIL MEETING MINUTES

**May 21, 2009
3:00—5:00 p.m.
DO Conference Room**

Attendees:

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

Other Attendees:

S. Dillon, J. Thompson, I. Archuleta

Absent:

L. Armstead, D. Coon, Y. Madrigal, E. Ortiz-Kristich

Recorder:

J. Pace

1) Approval of April 16 Meeting Minutes

M/S/C (Frazier/Gee) to approve the minutes of the April 16 District Council Meeting as amended.

2) District Committee Reports

- a) District Budget Committee - Vice Chancellor Root discussed the formation of the District Fringe Benefits Committee, and Ms. Dillon explained that the role of the committee would be to review health and retirement benefit costs for the coming year. Mr. Gee reminded the Council that initially the DBC was created as a conduit of information between the colleges to enhance the colleges in their budget making processes. It's not yet clear if this has been accomplished. Mr. Yancey agreed that there must be a role between the DBC to the campus budget committees; otherwise, what's the point of having a DBC if it doesn't have a formal relationship with the colleges.
- b) District Facilities Committee – The committee met on May 14, and the agenda focused on bond fund use and the formation of a master plan for sustainability for the district. The committee discussed how to use bond funds wisely, and discussed a landscaping plan to reduce the need for maintenance. It was determined there are a lot of areas that can be improved to reduce the negative impact on our environment. The committee will propose some recommendations for how to use bond money on green issues.
- c) Citizens Bond Oversight Committee – The independent auditor met directly with members of the committee last week and reviewed the Auditor's Report. The committee

voted to approve the report that is scheduled to be presented at the June Board meeting.

- d) Retirement Board – Meeting TBD. The Board is now anticipating the completion of our bond sale. The good news is the bond sale at 4.6% will enable the district to pay all of its retirement benefits. In three years, there will be a similar event and a changeover. However, this is a good deal for the district.
- e) District Technology Committee – Mr. Onwiler said the committee continues to discuss green initiatives and going digital on projects. The goal is to print less and transfer more files. A print/copier plan will be sent to the Board for their review and future approval.
- f) District Research Committee – No meeting was held since last DC meeting.

3) CDC Review

Executive Assistant to the Chancellor, Rosalie Ledesma, gave a presentation on the Child Development Centers. She said the Chancellor assigned her the project of assessing Child Development Centers due to concerns about high costs but low capacity when it comes to classroom utilization. The project goal was to find a way to provide our students' children with culturally and linguistically responsive child care and to provide a quality laboratory environment for our Early Childhood Education (ECE) program under sound fiscal practices. The process involved including bringing in external/internal content experts as well as including end users (students/parents) input into what's needed. As a result of the findings, the district's recommendation to the Board will be to re-engineer SJCC CDC into a laboratory school associated with ECE and identify a community partner to provide child care at EVC. Mr. Henry Gee said he was grateful for the detailed analysis of the CDC, which had never been provided to constituency groups before.

4) Reprographics Program update

Mr. Onwiler distributed a pamphlet outline the district's reprographic services. He said the district spends about \$1 million/year on reprographics; and since this cost is so high, the district is looking into areas where we can reduce costs without eliminating services. Ms. Hanfling asked if we have done a cost analysis and compared our costs with other districts because it may be that our reprographic costs are reasonable. Mr. Gee asked if there were specific areas of cutting costs that the district recommends, or if we are still in the analysis stage. Mr. Onwiler said these areas are still being reviewed, and recommendations will be presented to the DC at a later date.

The meeting adjourned at 4:56 p.m.



AGENDA

DISTRICT COUNCIL MEETING
DO Conference Room
September 17, 2009
3:00 – 5:00 p.m.

1. Approval of May 21 Meeting Minutes
2. District Committee Reports
 - a. District Budget Committee (Hawk)
 - b. District Facilities Committee (Hawk)
 - c. Citizens' Bond Oversight Committee (Hawk)
 - d. Retirement Board (Hawk)
 - e. District Technology Committee (Onwiler)
 - f. District Research and Effectiveness Committee (Hawk)
3. SJECCD Custodian Project Presentation – (Ledesma/Mark Sanchez/Ernesto Bermudez)
4. Review of Chapter 5 Board Policy – (Gee)
5. Report on Accreditation Self Studies – (Burke/Coon)
6. Development of Education Master Plan - (Pérez)
7. Documenting our Accomplishments – (Pérez/Yancey)



SJECC DISTRICT COUNCIL MEETING MINUTES

**September 17, 2009
3:00—5:00 p.m.
DO Conference Room**

Attendees:

M. Burke, D. Coon, C. Frazier, H. Gee, B. Hanfling, J. Hawk, B. Jones, R. Ledesma, T. Onwiler, R. Perez, J. Thompson, J. Tomisaka, J. Velasquez, D. Yancey

Other Attendees:

I. Archeluta, E. Bermudez, G. Senatos, J. Andrade, M. Disch

Absent:

D. Hawkins, Y. Madrigal, E. Ortiz-Kristich

Recorder:

J. Pace

1) Approval of May 21 Meeting Minutes

M/S/C (Yancey/Gee) to approve the minutes of the May 21 District Council Meeting as amended.

2) SJECCD Custodian Project Presentation

Chancellor Pérez discussed her meetings with custodians at EVC and SJCC in which she listened to their concerns. She said the custodial staff are important members of the district community. One of the ways the district is attempting to assist the custodial staff is through the district's Custodian Project. Rosalie Ledesma, VP Irma Archeluta and Ernesto Bermudez gave a presentation on the history and activities of the project, which included computer use and email training for custodians. Chancellor Pérez said a presentation will be given to the Board of Trustees on the project for their information.

3) District Committee Reports

- a) District Budget Committee - Vice Chancellor Hawk said the committee reviewed the budget report that was forwarded to the Board of Trustees.
- b) District Facilities Committee – No meeting was held this month.
- c) Citizens Bond Oversight Committee – In the process of scheduling an October meeting.

- d) Retirement Board – Meeting scheduled for October 1 in which the OPEB bonds will be discussed and details of the sale will be reviewed. The committee will be getting updated numbers from the actuarial.
- e) District Technology Committee – Mr. Onwiler said the committee continues to discuss sustainability and green issues. The committee is reviewing the roll out plan for Windows 7 and working on a mitigation plan to start in 2010. Mr. Onwiler said the committee also discussed the district's technology replacement plan.

4) Review of Chapter 4 and 5 Board Policies

Mr. Henry Gee distributed copies of the proposed district policy changes for Chapters 4 and 5. In Chapter 4, the change for BP4106, Nursing Programs, included adding a section on the selection of candidates. BP 4225, Course Repetition, outlined the policy to ensure that grade changes are the official grade changes. This is just a policy change. The procedures will lay out the steps. In Chapter 5, the Student Services policy has been refined.

5) Review on Accreditation Self Studies

Presidents Burke and Coon discussed the review process of accreditation self studies at their colleges. The District Council agreed that using SLO's to evaluate faculty, as indicated in Standard III: A1, is a violation of the district's collective bargaining agreement.

6) Development of Education Master Plan

Chancellor Pérez discussed the need for the district to develop an Education Master Plan which would serve as the context for the Facilities Master Plan. It's important that the facilities support the mission and goals of our education plan. Chancellor Pérez said that she and Vice Chancellor Hawk will discuss the steps towards putting together the Education Master Plan.

7) Documenting our Accomplishments

Chancellor Pérez stated the importance of periodically reviewing our district's accomplishments, and the accreditation self studies is a good starting point. She asked the District Council members to email her a list of their many accomplishments in the past year.

The meeting adjourned at 5:02 p.m.



AGENDA

DISTRICT COUNCIL MEETING
DO Conference Room
October 15, 2009
3:00 – 5:00 p.m.

1. Approval of September 17 Meeting Minutes
2. District Committee Reports
 - a. District Budget Committee (Hawk)
 - b. District Facilities Committee (Hawk)
 - c. Citizens' Bond Oversight Committee (Hawk)
 - d. Retirement Board (Hawk)
 - e. District Technology Committee (Onwiler)
3. District Office Move update – (Hawk)
4. Board Study Session on Facilities – (Hawk)
5. Categorical Budgets – (Hawk)



SJCEC DISTRICT COUNCIL MEETING MINUTES

**October 15, 2009
3:00—5:00 p.m.
DO Conference Room**

Attendees:

M. Burke, D. Coon, C. Frazier, H. Gee, B. Hanfling, J. Hawk, R. Ledesma, T. Onwiler, J. Thompson, J. Tomisaka, D. Yancey

Other Attendees:

None

Absent:

D. Hawkins, R. Ledesma, Y. Madrigal, E. Ortiz-Kristich

Recorder:

J. Pace

1) Approval of September 17, 2009, Meeting Minutes

M/S/C (Tomisaka/Yancey) to approve the minutes of the September 17, 2009, District Council Meeting as amended.

2) District Committee Reports

- a) District Budget Committee - Vice Chancellor Hawk said the committee would meet next Thursday, and there is no current update.
- b) District Facilities Committee – Vice Chancellor Hawk led the DC into a discussion of the usefulness of the DFC. Mr. Yancey said items such as the draft Sustainability Plan would go to the DFC. However, any findings of the DFC would need to feed into the DC where the constituency groups are represented. Vice Chancellor Hawk agreed with his statement, and because there is a lot of work now around planning, it's important to keep the DFC. Therefore, she will schedule a meeting of the committee soon.
- c) Citizens Bond Oversight Committee – Vice Chancellor Hawk said she finally met with the chair of the committee. The next meeting of the whole committee is scheduled for November 18 at 6:30 p.m. in the EVC Center for the Arts building. Some of the items for discussion at that meeting include reviewing the new website to include Measure G, providing the bond update, including adjustments that the Board approved at the last meeting, and an update on the baseball field at SJCC. Future CBOC meetings are scheduled for January 20, April 21, and July 21, 2010, and the meeting venue will move from EVC and SJCC campuses.

- d) Retirement Board – The last meeting was a good one and included a review of the current portfolio in great detail by the district’s trust adviser. The market overview is favorable since the initial sale of the bond. We have seen a 20% rate increase on asset allocation. This information will be included on our district website. The next meeting is scheduled for December 8, 10:30 a.m. at SJCC. The future schedule includes meetings on February 23, May 13 and July 14, 2010.
- e) District Technology Committee – Mr. Onwiler said the committee discussed the rollout plans of Windows 7 for the district. Multiple planning meetings are being scheduled at both campuses to ensure an effective transition. The committee also discussed the options for copier contracts with vendors and what course to pursue to save money. Student printing was also discussed since many students go from one campus to another to do their copying. The committee is reviewing one system for both campuses. Mr. Onwiler also discussed the status of the district’s replacement technology plan. Vice Chancellor Hawk indicated the district needs a uniform form for requesting new technology which reflects the district’s standard because we are using bond funds to fulfill the district’s technology requirements. Mr. Gee stated that the ways both colleges do implementation is different; therefore, it may be difficult to have one district-wide form and standard. Mr. Yancey answered that the oversight component of the DTC is charged with ensuring that both colleges comply with the district standard.

3) District Office Move update

Vice Chancellor Hawk stated there is no update yet because the SJCC Facilities Committee is still reviewing the utilization of the Technology Building.

4) Board Study Session on Facilities

Vice Chancellor Hawk announced that there would be a Board Study Session on facilities on Tuesday, October 27, 6:00—9:00 p.m. in the District Board Room. This session will include information on the district’s master facilities plan as well as a sustainability plan for district facilities.

5) Categorical Budgets

Vice Chancellor Hawk discussed the proposed future cuts to categorical programs and how that will impact our district. President Burke said it’s disheartening that during a time when our district is trying to protect services directly to students the proposed cuts will be disastrous for these programs. Vice Chancellor Hawk said the district needs to look into book vouchers and other areas where students can receive financial assistance. She recommended that the DBC do a review of textbook costs and draft a district policy that the DC can review.

The meeting adjourned at 4:30 p.m.



AGENDA

DISTRICT COUNCIL MEETING
DO Conference Room
December 17, 2009
3:00 – 5:00 p.m.

1. Approval of October 15 Meeting Minutes
2. District Committee Reports
 - a. District Budget Committee (Hawk)
 - b. District Facilities Committee (Hawk)
 - c. Citizens' Bond Oversight Committee (Hawk)
 - d. Retirement Board (Hawk)
 - e. District Technology Committee (Onwiler)
3. Student Participation on District Committee – (Frazier)
4. Accreditation – (Frazier)
5. Budget Opportunities – (All)
6. Summer School 2010 – (Hanfling)
7. Class Reductions for Fall 2010 – (Hanfling)
8. AARA Money for Categoricals – (Hanfling)
9. Board Meetings: Wireless access and electrical outlets for persons to use computers/laptops to access Board agendas and documents during Board Meetings – (Gee)
10. Brown Act document availability – (Gee)
11. Cost Benefit example – (Gee)



SJECC DISTRICT COUNCIL MEETING MINUTES

**December 17, 2009
3:00—5:00 p.m.
DO Conference Room**

Attendees:

M. Burke, S. Dillon, D. Coon, C. Frazier, H. Gee, B. Hanfling, J. Hawk, D. Hawkins, T. Onwiler, J. Thompson, J. Tomisaka, D. Yancey

Other Attendees:

C. Coen

Absent:

Y. Madrigal, E. Ortiz-Kristich

Recorder:

J. Pace

1) Approval of October 15, 2009, Meeting Minutes

M/S/C (Yancey/Gee) to approve the minutes of the October 15, 2009, meeting.

2) District Committee Reports

- a) District Budget Committee – No new report.
- b) District Facilities Committee – This committee will be organized in the Spring, and a schedule of future meetings will be arranged at that time.
- c) Citizens Bond Oversight Committee – The first meeting for the academic year was held in November. The committee reviewed the audit report and gave group update on the prospectus. They also reviewed the new draft website and provided suggestions for revisions as well as other recommendations.
- d) Retirement Board – The board met last week and reviewed the status of the bonds we sold. Mr. Phil Crawford will replace Mr. Ford as a board member. The board also reviewed a report from the consultant who wants to represent the district as the lead consultant, and the Board is considering that option.
- e) District Technology Committee – Mr. Onwiler gave an update on the rollout plans of Windows 7 for the district. As part of the migration process to Windows 7, ITSS will be installing monitors on each PC to get an idea of printing volume. VOIP is officially

complete; however, there are parts of the system that will come with the new buildings. Mr. Onwiler said the DTC needs more faculty representation.

3) Student Participation on District Committee

The need for student representation at the DC meetings was discussed. Students are represented on almost every other committee with the exception of the DC. It was determined the ASB presidents be contacted to determine what process should be used to include students on the DC.

4) Accreditation

The DC discussed the issues regarding SLO's and what that means for the district. They expressed concerns regarding faculty rights issues because Dr. Barbara Beno wants to use them to review faculty. Acting Chancellor Hawk said it's not in anyone's best interest for our colleges to be put on accreditation warning and then have to develop SLO's anyway. One way to handle this is to separate each piece. Mr. Yancey agreed that we can have SLO's as long as we don't cross into the area of faculty rights, such as academic freedom and evaluations. Mr. Frazier said that SJCC has an SLO coordinator and departments are working in that direction.

5) Budget Opportunities

Vice Chancellor Hawk stated that an all district email will be sent asking for ideas and suggestions concerning our budget crisis, how the district can save money and what budget priorities the district should focus on in its budget development process.

6) Summer School 2010

The DC discussed the savings incurred by the cancellation of intercession and a Friday furlough but expressed the need to still have a summer session, which is very important for students who attend the colleges part-time.

7) Class Reductions for Fall 2010

The DC inquired about what course reductions would be proposed for the Fall. The Board is very committed that our students have access to the courses they need, and that must be taken into consideration when the schedule is determined.

8) AARA Money for Categoricals

This item was not reviewed at the meeting.

9) Board Meetings – Wireless access

Mr. Onwiler discussed the plans currently underway to make our district ready for implementing BoardDocs. He said electrical outlets are being added to the District Board Room so that meeting attendees can access the Board agenda during the meetings.

10) **Brown Act document availability**

Mr. Gee reminded everyone that all documents related to board agenda items should be provided to the public. Acting Chancellor Hawk said one of the benefits of using BoardDocs is that supporting documents can be easily attached to each item, thus allowing the district to save money on copying costs.

11. **Cost Benefit Analysis**

Mr. Gee asked for a description of cost benefit analysis. Acting Chancellor Hawk said there are some variables with the LEED building standards that are difficult to quantify. Energy management is the highest component, but until we have a final design we won't know what the cost or benefit will be.

The meeting adjourned at 4:40 p.m.