



## **DISTRICT COUNCIL COMMITTEE**

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February 17, 2011 Agenda & Minutes

March 17, 2011 Agenda & Minutes

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May 12, 2011 Agenda & Minutes

September 15, 2011 Agenda & Minutes

October 20, 2011 Agenda & Minutes

November 30, 2011 Agenda & Minutes

December 15, 2011 Agenda & Minutes

**AGENDA**  
**DISTRICT COUNCIL MEETING**  
DO Conference Room  
February 17, 2011  
3:00 – 5:00 p.m.

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1. Adoption of Agenda
2. Approval of December 16, 2010, Meeting Minutes
3. District Committee Reports
  - a. District Budget Committee - (J. Hawk)
  - b. Citizens' Bond Oversight Committee - (J. Hawk)
  - c. Retirement Board - (J. Hawk)
4. DC Committee Membership – (R. Cepeda/J. Hawk)
5. Accreditation Update – (R. Cepeda)
6. Board Self Evaluation – (R. Cepeda)
7. Board Agenda – Personnel Actions – (R. Cepeda/K. Garcia)
8. Emergency Preparedness – (R. Cepeda/J. Hawk)
9. Revised Travel Policy – (R. Cepeda)
  - a. Status of review by constituency groups since 10/21/10 DC meeting.

## SJECCD DISTRICT COUNCIL MEETING MINUTES

February 17, 2011  
3:00—5:00 p.m.  
DO Conference Room

Attendees:

M. Brock, R. Cepeda, F. Espinoza, C. Frazier, K. Garcia, H. Gee, M. Gomez, F. Gonzales, B. Hanfling, J. Hawk, D. Hawkins, K. Hay, B. Kavalier, L. McKee, I. Thompson

Other Attendees:

None

Absent:

C. Coen, T. Gilkerson, R. Porras, J. Thompson, J. Tomisaka, D. Yancey

Recorder:

J. Pace

### **1) Approval of Agenda**

M/S/C (Frazier/McKee) to adopt the agenda as amended: Agenda item 10 was added to provide the status of the HayGroup consulting contract.

### **2) Approval of December 16, 2010, Meeting Minutes**

M/S/C (Gee/Hawkins) to approve the December 16, 2010, meeting minutes as amended: A change was made to section 3a.

### **3) District Committee Reports**

- a) District Budget Committee – Vice Chancellor Hawk reported that the last two meetings focused on the 2<sup>nd</sup> quarter report and reviewing information relative to the strategies necessary for the district to obtain a 7% reserve and the upcoming OPEB bond sale. Mr. David Cashnocha provided a comprehensive analysis on what would be required to proceed with the OPEB bond sale.
- b) Citizens Bond Oversight Committee – Has not had an official meeting, but new community members were recently approved by the Board of Trustees. Two additional applicants are scheduled to be interviewed on February 28, and they could be forwarded to the Board for approval at the March 8 Board meeting. However, the committee is still in need of a student support organization representative. A training session for the whole committee is being scheduled for Tuesday, March 1.

- c) Retirement Board – Information was provided on the quarter earnings in the trust, which through the end of December 2010 was in excess of \$6 million. A subcommittee of the RB will be reviewing the bylaws to recommend revisions; however, they have not yet held a meeting.

#### **4) Committee Membership**

Chancellor Cepeda stated that MSCC has been added to the District Council and its seat was reinstated at the district Board Meetings. She recommended the District Budget Committee add two members of the MSCC to its membership. Vice Chancellor Hawk explained that since the VPs of administration at both campuses are management, it would be acceptable to add two additional MSCC members, who would bring the MSCC perspective to the committee. She requested the DC formally approve adding two additional MSCC representatives to the DBC.

M/S/C (Hawkins/Frazier) to approve adding two additional participants of MSCC to the District Budget Committee membership.

#### **5) Accreditation Update**

Chancellor Cepeda reported that she would send accreditation information districtwide next week to assure everyone that both colleges are still fully accredited. Immediately after the reports were released, the presidents focused on how the work would be divided among the college groups and the responses they would submit to the Accrediting Commission. The Chancellor's job was to focus on the Board; to make sure they understood what the findings stated, especially regarding the shared recommendations that concern their leadership and responsibilities. On February 9, the Chancellor held a meeting with the District Office to focus on the six shared recommendations that are the primary responsibility of the Board and DO personnel. The DO will create an Accreditation Liaison Team to work with the colleges on the shared recommendations. Five of the six shared recommendations are governance, which is the Board's area of concern. At the last Board meeting, Trustee Cruz requested accreditation updates at the board meetings so that the Board would be apprised of the progress the colleges are making towards completion of the recommendations. The Board will approve the response to the Commission at a meeting in September, and the final report will be sent to the Accrediting Commission before the October 15 deadline.

President Kavalier discussed the probation status of SJCC and the steps to address the six college specific recommendations made by the Accrediting Commission. The target is to get the work completed by May. Interim President Brock discussed the unfortunate trend of California community colleges being placed on warning—there are five other colleges also on warning. She stated the Accreditation Liaison co-chairs will be meeting to discuss the mapping done of the recommendations from 2004 and to review the recommendations made in 2010. Fortunately, EVC has a good system in place to get the work done by May so that during the summer the college can focus on evidence gathering and editing that would be sent to the Chancellor for final revisions before it is presented to the Board for information at the September 14 Board Meeting and for approval at the October 12 Board Meeting.

PIO Monica Gomez gave an overview of media coverage on the accreditation reports. Chancellor Cepeda thanked Ms. Gomez for assisting the district in getting on top of the story so that we were able to give an effective response to the accreditation findings.

Mr. Frazier stated that students were expressing concerns about the accreditation status of SJCC and whether or not their ability to transfer would be affected by the probation. We need to manage the information by talking with Associated Students, who meet on Wednesday afternoons at SJCC. Our students don't go through conventional channels so we need to find creative ways to get the message out. Interim President Brock stated the college is putting together a one-page summary that will soon go to print and placed in all the Student Service offices and posted in all classrooms. That will happen in the next week or two. President Kavalier inquired about the ability to text message students. Vice Chancellor Hawk confirmed that ITSS does have that ability, and all she needed to do was provide the message she wanted texted to students. Chancellor Cepeda asked the presidents to handle the communication with the Associated Students on their campuses.

#### **6) Board Self Evaluation**

Chancellor Cepeda stated she is preparing the Board to perform their self evaluation. One of the shared recommendations of the Accrediting Commission is that the Board needs to comply with their own policies; one, of which, is to perform an annual self evaluation. At the January 25 board meeting, the Board discussed the issues they need to address; such as, that they had not done a self evaluation in two years, and the need to focus on the principles concerning governance outlined in the six recommendations of the Accrediting Commission. The Board appointed a Self Evaluation Committee, which included Trustees Randy Okamura, Mayra Cruz and Jeff Lease, and charged them to work with the Chancellor to discuss a self-evaluation process. The Board would then vote to approve or not-approve the process at the March 8 board meeting. The first meeting of the Committee is scheduled for February 24, and Oleg Bepalov will assist in developing a survey the Board could use in their self evaluation.

#### **7) Board Agenda – Personnel Actions**

Vice Chancellor Garcia reported that based on the comments made to the Board at the February 8 meeting, the district would return to using names on the personnel actions in board agendas. However, because CSEA has expressed concern that some employees who are being RIF'd have targeted those employees with bumping rights, the district will use employee ID numbers instead of names in those particular actions.

#### **8) Emergency Preparedness**

Chancellor Cepeda reported the district is working with an outside consultant to draft a district emergency management plan. The draft should be completed by mid March. The district is moving forward with an emergency alert system for students. The Technology Leadership Group has been evaluating tools for the district to use and have narrowed it down to three products. We have asked those three companies to submit proposals for our review. It's a priority for the district to put in place an appropriate emergency management system.

#### **9) Revised Travel Policy**

Chancellor Cepeda asked the DC about the status of the constituency groups' review of the district's draft travel policy, which had been revised by Trustee Okamura at the October 12, 2010, board meeting. Ms. Hanfling reported the FA approved the change. Mr. Frazier reported the Academic Senate was not pleased that travel arrangements were not allowed to be made

prior to Board approval of international travel. He stated the AS expressed concern that travelers would miss opportunities to take advantage of discounted airfares and hotel accommodations. Mr. Gee stated he had not yet reviewed the proposed change of the travel policy recommended by Trustee Okamura to the AS, and he would do so at the next AS meeting.

**10) HayGroup Update**

Vice Chancellor Garcia provided an update on the HayGroup proposal to review administrative positions at the district. The executive team met with the HayGroup and asked a lot of questions about deliverables, especially in view of the accreditation findings. The interest was in mapping functions and roles and responsibilities. However, the executive team agreed the district didn't have the time or money to engage in this review. The district still needs to do mapping functions, but we'll need to drive this process by ourselves. The questions we need to ask are: who does what, when, where and why?

The meeting adjourned at 4:30 p.m.

**AGENDA**  
**DISTRICT COUNCIL MEETING**  
DO Conference Room  
March 17, 2011  
3:00 – 5:00 p.m.

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1. Adoption of Agenda
2. Approval of February 17, 2011, Meeting Minutes
3. District Committee Reports
  - a. District Budget Committee - (J. Hawk)
  - b. Citizens' Bond Oversight Committee - (J. Hawk)
  - c. Retirement Board - (J. Hawk)
4. Budget Overview – (R. Cepeda)
5. Accreditation Status – (R. Cepeda/M. Brock/B. Kavalier)
  - a. Response to shared recommendations
6. Board Self Evaluation – (R. Cepeda)
7. Travel Policy – (R. Cepeda/J. Pace)
8. Annual Report – (C. Coen/M. Gomez)
9. Status of Strategic Directions – (R. Cepeda/R. Ledesma)

## SJECCD DISTRICT COUNCIL MEETING MINUTES

March 17, 2011  
3:00—5:00 p.m.  
DO Conference Room

Attendees:

M. Brock, R. Cepeda, C. Coen, C. Frazier, K. Garcia, H. Gee, B. Hanfling, J. Hawk, D. Hawkins, B. Kavalier, L. McKee, J. Tomisaka, D. Yancey

Other Attendees:

None

Absent:

F. Espinoza, T. Gilkerson, M. Gomez, F. Gonzales, R. Porras, I. Thompson, J. Thompson,

Recorder:

J. Pace

### **1) Approval of Agenda**

M/S/C (Frazier/Hawkins) to adopt the agenda as submitted.

### **2) Approval of February 17, 2011, Meeting Minutes**

M/S/C (McKee/Coen) to approve the February 17, 2011, meeting minutes as submitted.

### **3) District Committee Reports**

- a) District Budget Committee – Vice Chancellor Hawk stated the committee will meet next Thursday to discuss worst case budget scenarios and assumptions and updates since the 2<sup>nd</sup> quarter report.
- b) Citizens Bond Oversight Committee – Vice Chancellor Hawk reported the committee is reviewing the applications that were submitted for environmental impact report consultant. The search committee for that process is the same because there are no financial issues to the process that needs to be put in place. She discussed the next steps of reviewing the colleges' facilities master plans that were approved by the Board, along with the adopted budget based on a series of assumptions, to compile a master list of proposed projects. This project list would then be sent to the colleges and downsized so that it does not exceed the \$268 million. The list of projects, such as technology, would be determined through the work of the technology committees at both colleges. Ms. McKee asked if the Board approved the use of consultants instead of staff

positions for work associated with the bond. Vice Chancellor Hawk answered that they did so at the January 25 study session. Vice Chancellor Garcia stated that the district doesn't have the staff that could properly do the work of a DSA inspector; and it's cheaper to consult out this work than hire a full-time employee. Mr. Yancey asked about the timeline for submitting the bond consultant and projects list to the Board for approval. Vice Chancellor Hawk answered they'd like to get the bond consultant recommendation to the Board at the April 12 meeting but no later than the May 10 Board meeting. The draft list of projects should be turned over to the college presidents on March 28 so that the colleges can go through the review process. The goal is to have the draft project list presented to the Board at the May 10 or May 24 Board meeting. When everyone gets back in the Fall, the colleges can have a more comprehensive consultation process. Ms. Hanfling inquired about how fast the EVC solar project can be implemented. Vice Chancellor Hawk answered that the intention is to have the project fully implemented by the end of June next year. Mr. Gee stated that EVC has not yet had a facilities planning meeting, and that needs to be set up soon.

- c) Retirement Board – Vice Chancellor Hawk reported on the March 1 CBOC Training Session that included the new membership the Board approved at the March 8 meeting.

#### **4) Budget Overview**

Chancellor Cepeda reported on the Chancellor's Office statewide CEO conference call in which they received a budget update. It doesn't look as if there are enough signatures to put the tax extension on the June ballot. The Democrats also agreed to more cuts to social programs, but what's really holding things up is that the Republicans really don't want the tax extension. It seems the budget that will be submitted to the Governor's Office will double the cuts we are already anticipating.

#### **5) Accreditation Status**

Chancellor Cepeda distributed a listing of the committees that were established to address the six shared recommendations. She discussed the concern each committee would address and the lead writers who would document the actions the district would be required to take. President Kavalier expressed concern that some of the required actions would be difficult to prove; such as, how can we demonstrate the Chancellor has worked with the Board of Trustees to create a climate of trust? Vice Chancellor Hawk stated that Human Resources should be involved in any actions needed to create a climate of trust. In reference to the Financial Resources Planning recommendation, Mr. Yancey stated it was important to communicate with the Accrediting Commission that OPEB requires a 5% reserve end of year balance and that this is not a floating balance.

#### **6) Board Self Evaluation**

Chancellor Cepeda reported that the Board agreed to a more expanded review that would include not only district constituency members, but also local public officials. Mr. Frazier expressed concern that the Board may not fully understand what is required of them based on the Accrediting Commission's recommendation. Chancellor Cepeda answered there are several top-notch trainers that would make themselves available to assist the Board. The issue the

district is looking into is how to demonstrate the evidence that the recommendations have been implemented.

### **7) Travel Policy**

Chancellor Cepeda asked the Council members to report on their constituents' review of the revised BP 6304 Travel. Mr. Gee reported that the EVC Academic Senate voted it down because of the difficulties it would pose in making international travel plans. Mr. Frazier stated that SJCC's Academic Senate also voted it down because of Board micromanagement concerns. Ms. Hanfling stated the FA approved the policy. Ms. McKee stated the MSCC did not discuss it. Ms. Tomisaka stated that CSEA also did not review. Chancellor Cepeda stated that since ample time was given for constituency review, she would take a vote at this meeting and report those findings on the Action agenda item the Board would review at the April 12 Board meeting. The DC voted: 8 yes, 3 no and 2 abstentions.

### **8) Annual Report**

Executive Director, WI, Carol Coen, distributed an outline of topics that would be included in the district's annual report. The district has not done an annual report in 20 years; therefore, the design and format is new. The DC discussed the proposed topics and made suggestions for others to be included. Ms. McKee suggested that since service learning, a new program, was included other programs, such as ASPIRE, AFFIRM and ENLACE should also included. Chancellor Cepeda answered that the annual report is more about serving our external community so the focus would not be on our student services and programs. However, she encouraged DC members to provide their ideas and other feedback to Ms. Coen.

### **9) Status of Strategic Directions**

Chancellor Cepeda distributed a strategic directions document for review. She stated that initially the document was going to be a strategic plan. However, the colleges and Workforce Institute are at different stages in their planning. Therefore, the executive team suggested calling the document "strategic directions." There are recurring themes and areas of focus and concerns. The Board also gave the Chancellor specific direction to include student success, which is reflected in the document.

The meeting adjourned at 4:55 p.m.

**AGENDA**  
DISTRICT COUNCIL MEETING  
SJCC Tech Center, T-112  
April 26, 2011  
3:00 – 5:00 p.m.

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1. Adoption of Agenda
2. Approval of March 17, 2011, Meeting Minutes
3. District Committee Reports
  - a. District Budget Committee - (J. Hawk)
  - b. Citizens' Bond Oversight Committee - (J. Hawk)
  - c. Retirement Board - (J. Hawk)
4. Accreditation Responses: An update – (R. Cepeda)
  - a. Board Policies and Administrative Procedures – (H. Gee)
    - i. BP 2715 – Board Code of Ethics, a revision needed for the October Accreditation report
    - ii. BP 5140 – DSPS policy
    - iii. BP 2435.1 – evaluation of the College Presidents, an addition needed for the October Accreditation Report
  - b. Board Governance – (K. Garcia)
5. District Email Policy – (R. Cepeda)
6. Strategic Directions – (R. Cepeda ppt presentation)

## **SJECCD DISTRICT COUNCIL MEETING MINUTES**

**April 26, 2011**

**3:00—5:00 p.m.**

**SJCC Technology Center, T-112**

Attendees:

M. Brock, R. Cepeda, C. Coen, C. Frazier, K. Garcia, H. Gee, T. Gilkerson, F. Gonzales, B. Hanfling, J. Hawk, D. Hawkins, B. Kavalier, I. Thompson, J. Thompson, K. Vujjeni, D. Yancey, G. Zheng

Other Attendees:

O. Bespalov

Absent:

L. McKee, R. Porras, J. Tomisaka

Recorder:

J. Pace

### **1) Approval of Agenda**

M/S/C (Gee/Thompson) to adopt the agenda as submitted.

### **2) Approval of March 17, 2011, Meeting Minutes**

M/S/C (Coen/Gee) to approve the March 17, 2011, meeting minutes as submitted.

### **3) District Committee Reports**

- a) District Budget Committee – Vice Chancellor Hawk stated the DBC had extra meetings to try to address some of the issues that each campus has regarding alternative scenarios and strategies. The last meeting was devoted to strategies. The next meeting will be a review of the 3<sup>rd</sup> quarter report. The tentative budget will be revised in May after the Governor's May revise has been released.
- b) Citizens Bond Oversight Committee – The CBOC has not met since the last DC meeting. However, a meeting is scheduled next week, which will primarily be a follow up on the committee's questions about insurance and the regular financial reports we give at the meeting. The CBOC will also provide their input on the website for both bond measures, and will also discuss the process that is underway for the bond review.

- c) Retirement Board – The RB met recently and reviewed the quarter earnings report. YTD earnings are a little over \$8 million, about 20%. A subcommittee of the RB has worked on revisions to the bylaws, and their proposed revisions were approved to move forward to the Board of Directors. In addition, the RB discussed fiduciary responsibility.

#### **4) Accreditation Responses: An update**

Chancellor Cepeda explained the two critical issues facing our district; the fiscal crisis and accreditation. She discussed the work being done at the colleges to respond to their specific accreditation findings and the work being done to address the six shared recommendations. President Kavalier provided an update of the work being done at SJCC as they are trying to meet the May 13 deadline to respond to the six recommendations. And so far the college is on track to meet that deadline. Interim President Brock provided an overview of the accreditation work being done at EVC. The morning of PDD, the college worked on strategic planning, which is the piece they need to complete for accreditation; and they also worked on SLO's. The college will put the draft response together over the summer and then go through the shared governance in the Fall. Chancellor Cepeda distributed a document outlining the accreditation task forces that were set up to work on each of the six shared recommendations and gave an overview of their work to date. She stated that four of the six recommendations exclusively address our Board. The question is how to address the Board response. The biggest problem is to translate what the Commission meant by "a climate of distrust" and provide an adequate response that we have corrected that concern. Also, how do we support the Board in answering the questions? Chancellor Cepeda stated she is working with Dr. Barbara Beno to schedule a time for her to visit the district and address the Board during a special study session.

EVC Academic Senate President Henry Gee discussed the work of the Board Policy committee. In particular, the accreditation response includes required revisions to BP 2715 Code of Ethics/Standards of Practice, BP 5140 Disabled Students Programs and Services, and BP 2435.1 Evaluation of the President of Evergreen Valley College and the President of San José City College. Mr. Gee distributed a red-lined copy of BP 2715 and reviewed proposed additions, especially to the sections on fiscal responsibility and relationship with the Chancellor. He also reviewed a proposed new section on censure. The DC discussed the changes and expressed concern that the policy looks too much like a procedure. Chancellor Cepeda stated the Commission was concerned with the fact that our policy included no consequences for violation of the code of ethics. She suggested the committee review some generic policy templates. Interim President Brock stated the committee asked the Commission to provide them with an acceptable policy, and this is what they provided. And while we may consider this a procedure, it is really a policy in the eyes of the Commission. Mr. Gee asked for further inputs from the DC and stated he would research other districts' ethics policies. Mr. Gee distributed a draft of BP 5140 Disabled Students Programs and Services and compared it with the template provided by the Community Colleges League of California. This draft policy will be further reviewed by Vice Presidents Irma Archuleta and Elaine Burns. Vice Chancellor Hawk suggested the policy also be reviewed by the district's legal counsel. Mr. Gee also distributed a draft copy of BP 2435.1 regarding the evaluation of both college presidents and stated this addition was needed for the October accreditation report.

#### **5) District Email Policy**

Chancellor Cepeda distributed a copy of the District E-Mail Guidelines and Etiquette document currently being used by the district. She discussed her concerns about uncivilized emails that

were being circulated district-wide, and she has also received emails from district members who were upset by email abuses. She recommended the district find a manner in which staff can communicate about events and other personal ideas in a separate venue instead of using the .dl All District. She asked the DC is they were willing to restrict the .dl to the cabinet groups and leaders of the constituency groups. It would also be helpful if replies would be sent to the email originator instead of the whole district. Mr. Yancey stated that violators of the email guidelines should be dealt with on an individual basis, and the whole district should not be punished because of the misdeeds of a few individuals. Mr. Gee expressed his opinion that district-wide email should be used for official district business and a different system should be put in place for emails that concern personal interests. Ms. Hanfling stated that although she understands the concerns, she supports academic freedom. And who would be given the authority to determine the list of what is and what is not appropriate? Chancellor Cepeda asked DC members to provide her with their ideas and options for district-wide email communications.

## **6) Strategic Directions**

Chancellor Cepeda gave a presentation on the Strategic Directions report. The Board had requested a strategic plan, along with an annual report and communications plan, as part of the deliverables to be included in her evaluation. At the May 10 meeting, the Board will receive the requested deliverables; and the Board will provide her feedback on the 360 evaluation instrument. At the May 24 meeting, the Chancellor will provide the Board in Open Session a "state of the district" report.

The Strategic Directions report includes three major themes: 1) Sound fiscal stewardship, 2) Data driven decision making, and 3) Effective communication strategies. This report will be uploaded onto the district website.

The meeting adjourned at 4:55 p.m.

**AGENDA**  
**DISTRICT COUNCIL MEETING**  
DO Conference Room  
May 12, 2011  
3:00 – 5:00 p.m.

---

1. Adoption of Agenda
2. Approval of April 26, 2011, Meeting Minutes
3. District Committee Reports
  - a. District Budget Committee - (J. Hawk)
  - b. Citizens' Bond Oversight Committee - (J. Hawk)
  - c. Retirement Board - (J. Hawk)
4. Board Policies – Action – (H. Gee)
  - a. BP 2435.1 - Evaluation of College Presidents
  - b. BP 2715 - Board of Trustees Code of Ethics
  - c. BP 5140 - DSPS Policy
5. Selection Committee Appointment Process – (R. Cepeda)
6. End of Year Events: Participation – (R. Cepeda)
7. Measure G-2010 Update – (J. Hawk)
8. Bond List Draft – Action – (J. Hawk)

## **SJECCD DISTRICT COUNCIL MEETING MINUTES**

**May 12, 2011  
3:00—5:00 p.m.  
DO Conference Room**

Attendees:

R. Cepeda, C. Coen, C. Frazier, H. Gee, T. Gilkerson, J. Hawk, D. Hawkins, B. Kavalier, L. McKee, I. Thompson, D. Yancey

Other Attendees:

M. Disch

Absent:

M. Brock, K. Garcia, B. Hanfling, R. Porrás, J. Thompson, J. Tomisaka, K. Vujjeni, G. Zheng

Recorder:

J. Pace

### **1) Approval of Agenda**

M/S/C (Gee/Hawkins) to adopt the agenda as submitted.

### **2) Approval of March 17, 2011, Meeting Minutes**

M/S/C (McKee/Thompson) to approve the April 26, 2011, meeting minutes as submitted.

### **3) District Committee Reports**

- a) District Budget Committee – No report given.
- b) Citizens Bond Oversight Committee – No report given.
- c) Retirement Board – No report given.

### **4) Board Policies - Action**

EVC Academic Senate President Gee distributed a draft of BP 2435.1 Evaluation of the President of Evergreen Valley College and the President of San José City College. He stated this policy reflects a similar process as the evaluation of the Chancellor, with the exception that the Chancellor will perform the evaluation, instead of the Board of Trustees. FA President Yancey stated he would like the college presidents to receive the same 360 evaluation as the Chancellor. Vice Chancellor Hawk stated that the process indicated in this policy is a different

process from the one established for administrators. This policy makes it seem as if the presidents will undergo a 360 evaluation every year, instead of every three years as required by the administrator contract. Chancellor Cepeda answered that the Accrediting Commission wanted a process established for the college presidents; therefore, it is supposed to be a different process from the one used for other administrators.

M/S/C (Yancey/Gee) to approve draft BP 2435.1 as ready for discussion with constituent groups.

Mr. Gee distributed a draft of BP 2715 Code of Ethics/Standards of Practice for review and discussion. Vice Chancellor Hawk expressed concern that Section 2.3 is not workable, the "and/or" should be removed from section 2.5; and Section 2.6.3 is not factual because the district doesn't have the right to convene a grand jury. Other DC members also expressed concern that this policy is too procedural. Ms. Tammie Gilkerson provided some grammatical corrections. Chancellor Cepeda stated she would like to do some research with other chancellors to see how other districts are handling the ethics policy. This policy is obviously not ready to be moved forward for constituency review but should be brought back to the District Council at the September 15, 2011.

Mr. Gee distributed a draft of BP 5140 Disabled Students Programs and Services. Ms. Gilkerson recommended a wording change from "for disabled students" to "students with disabilities." She also recommended other changes to make the wording of the draft policy more consistent. Vice Chancellor Hawk stated that we need to be careful about naming a service we will provide because then a student could complain if we found we were unable to provide it. President Kavalier recommended the policy include provisions for alternative media. Chancellor Cepeda recommended taking a minimalist approach to the policy because if we state we will provide a service, we would be liable to do so. Mr. Gee stated he would revise the policy based on the recommendations made and forward to the constituents represented by the DC. Vice Chancellor Hawk stated the revised policy should be reviewed by the district's legal counsel as well.

M/S/C (Gilkerson/Hawk) to approve with changes and move forward to constituency groups for their review and input.

Chancellor Cepeda, will proceed to request an E-vote during the summer in order to keep the process moving recognizing that BP2715 will require more time to review.

##### **5) Selection Committee Appointment Process**

Chancellor Cepeda distributed a document regarding the district's search committees and the search process. She stated that two problems have surfaced in the hiring process; i.e. having diversity and expertise in the search committees. She explained that because of these issues, the hiring manager could appoint someone to the committee to ensure that these issues are addressed. SJCC Academic President Frazier stated that there were no vice presidents when the screening committee guidelines were developed; and, therefore, the district needs to update the hiring procedures. FA President Yancey stated the diversity question was really about the committee and not about any consultant assigned to that committee. The assumption is that if we don't have diversity we won't make a good choice and we need to question if the pool of candidates is diversified enough. This is something we need to work towards.

**6) End of Year Events: Participation**

Chancellor Cepeda encouraged DC members to participate in the year end events at the campuses and to also be sure to send information in a timely manner so we can inform the Board of Trustees of upcoming events.

**7) Measure G-2010 Update**

This item was not discussed.

**8) Bond List Draft - Action**

Vice Chancellor Hawk distributed draft Measure G-2010 project lists for San Jose City College and Evergreen Valley College. She stated this draft bond list would be presented to the Board for approval so that Gilbane can begin their work. Chancellor Cepeda reminded the DC that this is a draft list and the final project list will be reviewed and voted on by the DC. EVC Academic President Gee reported that EVC approved the draft list on May 9. SJCC President Kavalier stated that her college is not yet ready to approve the project list because they need to further review and compare it to the facilities master plan. One concern they have is the demolition of Buildings 100/200/300 and where the programs currently occupying these buildings would be moved. They have the same concerns with the GE building. Vice Chancellor Hawk answered that these concerns would be addressed later and Gilbane would assist with that analysis. President Kavalier stated she also has a problem with approving the budget associated with the projects when the project list may change.

M/S/C (Yancey/Gee) to approve the budget allocations for the draft project lists.

The meeting adjourned at 5:15 p.m.

**AGENDA**  
**DISTRICT COUNCIL MEETING**  
DO Conference Room  
September 15, 2011  
3:00 – 5:00 p.m.

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1. Adoption of Agenda
2. Approval of May 12, 2011, Meeting Minutes
3. District Committee Reports
  - a. District Budget Committee - (J. Hawk)
  - b. Citizens' Bond Oversight Committee - (J. Hawk)
  - c. Retirement Board - (J. Hawk)
4. Board Policies – (R. Cepeda)
  - a. BP Chapter Review Template – (J. Pace)
  - b. BP 5140 Disabled Students Programs and Services
  - c. BP 2715 Code of Ethics/Standards of Practice
5. Chancellor's 2011-2012 Goals
6. Strategic Planning Process
7. Mission, Vision, Values Statement
8. Board Agenda Development
  - a. Focus on Governance/Policy
  - b. Proposed Delegation of Authority

## **SJECCD DISTRICT COUNCIL MEETING MINUTES**

**September 15, 2011  
3:00—5:00 p.m.  
DO Conference Room**

Attendees:

R. Cepeda, C. Coen, C. Frazier, K. Garcia, B. Hanfling, D. Hawkins, B. Kavalier, R. Ledesma, L. McKee, E. Narveson, J. Thompson, J. Tomisaka, D. Yancey, H. Yong

Other Attendees:

None

Absent:

M. Clark, P. Engdahl, T. Gilkerson, J. Hawk, I. Thompson, EVC AS President, SJCC AS President

Recorder:

J. Pace

### **1) Approval of Agenda**

M/S/C (Yancey/Thompson) to adopt the agenda as amended: Item 9 was added to discuss the District Council; role of committee, posting of materials, and process of informing district members of the committee.

### **2) Approval of May 12, 2011, Meeting Minutes**

M/S/C (Hawkins/Coen) to approve the May 12, 2011, meeting minutes as submitted.

### **3) District Committee Reports**

- a) District Budget Committee – Chancellor Cepeda reported that the Board of Trustees adopted the budget that was reviewed and approved by the DBC.
- b) Citizens Bond Oversight Committee – The CBOC received an update on the Fine Arts Multipurpose Building at SJCC. The good news is that the building is progressing way ahead of schedule.
- c) Retirement Board – The RB reviewed its bylaws and new additions to the Board membership. The Board also approved the list of retirees from AFT and CSEA. An actuarial study has been commissioned.

#### **4) Board Policies -**

Chancellor Cepeda discussed the importance of the Board reviewing its policies on a regular basis. The Board recently addressed this issue during its self evaluation process, and expressed their desire to review and approve 25% of the policy handbook on an annual basis. This will be a great challenge, especially since there has been no one in the Chancellor's Office focused on the calendaring of board policy review and the writing and revision of the policies. Chancellor Cepeda announced that Ms. Pace will keep track of the logistics of the review process and Ms. Ledesma will focus on content review and rewording of the policies. Ms. Pace distributed a Board Policy Chapter Review template, which included meeting dates, she will use for each policy to track the review process. Chancellor Cepeda distributed a draft of BP 5140 Disabled Students Programs and Services, which incorporated wording changes the Board recommended at the September 13 Board Meeting. She asked the constituency representatives to review this draft with their groups prior to the October 20 District Council meeting so that it could be sent to the Board for a 2<sup>nd</sup> reading at the November 8 Board Meeting and for approval at the November 29 Board Meeting. She also distributed a draft of BP 2715 Code of Ethics/Standards of Practice policy, and this policy will start at the beginning of the review process. The DC discussed wording changes, and Ms. Hanfling requested a complete review of Section 1.2 because some of the subsections are redundancies, i.e. 1.2.1 and 1.2.5 are similar. Ms. Coen suggested grouping the items so they make sense, i.e. group by topics such as fiscal responsibility. Vice Chancellor Garcia stated the need to determine the difference between job responsibility and ethics.

#### **5) Chancellor's 2011-2012 Goals**

Chancellor Cepeda distributed the Chancellor's Proposed Performance Objectives for 2011-2012. She asked DC members to review them to see if anything needed to be added or reworded. Mr. Frazier expressed concern about fiscal responsibility not being included in the Chancellor's goals, especially since the Accreditation recommendations included this area. DC members also recommended changing the wording of No. 6 to "Work to support the colleges in responding to efficiencies in Accreditation." Chancellor Cepeda stated she would send DC members an electronic copy of her performance goals and asked them to provide further input.

#### **6) Strategic Planning Process**

Chancellor Cepeda gave a presentation on strategic planning and stated that at the October 20 DC meeting, she will ask DC members to assist her in the process of developing the district's strategic plan. Mr. Yancey asked Chancellor Cepeda to provide the review materials at least two days prior to the meeting.

#### **7) Mission, Vision, Values Statement**

Chancellor Cepeda distributed a document entitled, Strategic Planning Framework: Definition of Terms, which included definitions of vision, mission and values. Mr. Frazier stated that the mission statement is most critical, and "social justice" is still a term whose definition is still not clearly understood by members of the district.

**8) Board Agenda Development**

Chancellor Cepeda stated the input she receives from Trustees is that the board agendas are crowded with what they called “administrivia.” This may be one of the reasons they are accused of micromanagement. Many districts delegate some of the work currently submitted for Board approval to the Chancellor. Chancellor Cepeda announced she is reviewing what other districts are delegating to the Chancellor and will report this information at a future DC meeting. The League and CCCT are very clear about the policy areas. The Board is asking the Chancellor to do a review of our current board agenda and make the necessary changes to ensure it is focused on policy. Vice Chancellor Garcia is assisting with this work. Vice Chancellor Garcia stated this is an issue currently being reviewed by the Bay 10 colleges. They are trying to figure out how to use their bonds more effectively in relation to accreditation findings. We are not alone. There are many ways we can help our Board, and we are reviewing different options.

**9) District Council**

Chancellor Cepeda reviewed the Schedule of Meetings in which all the dates for FY 2011-12 are noted. She stated this calendar was posted in the Outlook public folders in the District Council section. The agendas and minutes of all meetings are also posted in both the district website and public folders. She briefly reviewed the process of how the DC agendas are developed, including input from her executive team and DC members.

The meeting adjourned at 5:05 p.m.

**AGENDA**  
**DISTRICT COUNCIL MEETING**  
DO Conference Room  
October 20, 2011  
3:00 – 5:00 p.m.

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1. Adoption of Agenda
2. Approval of September 15, Meeting Minutes
3. District Committee Reports
  - a. District Budget Committee - (P. Fitzsimmons)
  - b. Citizens' Bond Oversight Committee - (R. Cepeda)
  - c. Retirement Board - (P. Fitzsimmons)
4. Board Policies – (R. Cepeda/R. Ledesma)
  - a. BP 5140 Disabled Students Programs and Services
  - b. BP 2715 Code of Ethics/Standards of Practice
5. Development of District Strategic Plan – (R. Cepeda/R. Ledesma)
6. CampusWorks Update – (R. Cepeda)
7. Administrative Services – Short Term/Long Term Plans – (R. Cepeda)
8. Reorganization/Restructuring/Reclassification – (R. Cepeda/K. Garcia)
9. Board of Trustees Self Evaluation Workplan/Implementation – (R. Cepeda/R. Ledesma)

## SJECCD DISTRICT COUNCIL MEETING MINUTES

October 20, 2011  
3:00—5:00 p.m.  
DO Conference Room

Attendees:

R. Cepeda, M. Clark, C. Coen, C. Frazier, P. Fitzsimmons, T. Gilkerson, B. Hanfling, D. Hawkins, B. Kavalier, R. Ledesma, L. McKee, E. Narveson, I. Thompson, J. Thompson, J. Tomisaka, D. Yancey

Other Attendees:

None

Absent:

P. Engdahl, EVC AS President, SJCC AS President, K. Garcia, H. Yong

Recorder:

J. Pace

### 1) Approval of Agenda

M/S/C (Hawkins/Narveson) to adopt the agenda as submitted.

### 2) Approval of September 15, 2011, Meeting Minutes

M/S/C (Hanfling/McKee) to approve the September 15, 2011, meeting minutes as submitted.

### 3) District Committee Reports

- a) District Budget Committee – Director of Fiscal Services, Peter Fitzsimmons, stated that at the October 27 meeting the DBC will review the 1<sup>st</sup> quarter budget report that will be presented to the Board at the November 8 meeting.
- b) Citizens Bond Oversight Committee – Chancellor Cepeda reported on the September 20 CBOC meeting. Project highlights for Measure G-2004 were provided, including the Gym replacement project at SJCC and the EVC Modernization of Existing Facilities. Mr. Jewell provided an update on Measure G-2010, including updates of the colleges Facilities Master Plans. Chancellor Cepeda discussed the reason for the delay of the joint educational facility with the Milpitas Unified School District. The Superintendent at MUSD has changed, and they have not met their commitment to the number of students they would serve. Another issue to determine is whether or not they should expand the

program to include adult learners. Initially, they wanted to start at the high school level. The Onizuka Center is moving ahead quickly, and their goal is to create a regional educational center. The State Chancellor's Office has not approved this in the past. We can consider collaborating in a joint instruction program. FA President David Yancey stated that the district had made a real commitment. If we decide this agreement with MUSD isn't working, do we have legal authority to take that money and reinvest it in other areas? Chancellor Cepeda answered that we did state in the bond language that we would be building this Center. We have a commitment to the voters that we will do this.

- c) Retirement Board – Director of Fiscal Services, Peter Fitzsimmons, stated the RBOA adopted its new bylaws, which will be submitted to the Governing Board for approval at the November 8 meeting. The RBOA will be represented by the administration, Faculty Association and CSEA. The FA and CSEA will have three voting members and one alternate, but one of the voting members must be a retiree. The administration will be represented by the two Vice Chancellors and Director of Fiscal Services. The next meeting is scheduled for April 2012.

#### **4) Board Policies**

Chief Assistant to the Chancellor Rosalie Ledesma distributed a draft of BP 5140 Disabled Students Programs and Services. She stated this draft includes the changes recommended by the Board of Trustees and approved by the District Council. This draft will be submitted to the Board of approval at the November 8 board meeting. Ms. Ledesma also distributed a draft of BP 2715 Code of Ethics/Standards of Practice policy. Secretary to the Chancellor Joy Pace distributed a revised timeline template for this policy to be reviewed by the district's constituency groups. DC members discussed further changes to the draft, and Ms. Ledesma stated she would send the revised draft to DC members on Monday, October 24.

#### **5) CampusWorks Update**

Chancellor Cepeda provided an update on the districtwide IT review conducted by CampusWorks on October 3-7. She stated that CampusWorks met with the Chancellor's executive team and gave a brief assessment, but they will follow up with a written report. Some of the findings they provided include: 1) Challenges in technology leadership, governance and overall decision making, 2) Underutilized Datatel Colleague administrative system, 3) Limited or no documented policies and procedures related to Datatel use, 4) Underfunded life cycle replacement, 5) Low adoption of course management system (Moodle), 6) Robust and stable network, based on current demand, 7) Network vulnerable to intrusion or attack, 8) No student email system, 9) Insufficient technology plans and 10) Inadequate leveraging of prior technology investments. CampusWorks will provide a comprehensive written report which will be submitted to the Board as an informational item at a future board meeting.

#### **6) Administrative Services – Short Term/Long Term Plans**

Chancellor Cepeda distributed an email she sent districtwide in which she provided information on the duties of the Vice Chancellor of Administrative Services and how they would be temporarily distributed to other administrators of the district. She stated that one goal everyone has is that nothing will slip through the cracks during this transitional time. She also reviewed

the timeline for the interviews for an Interim Vice Chancellor of Administrative Services. It is anticipated that an interim would be appointed by the Board at the November 8 board meeting. Chancellor Cepeda gave special recognition to Mr. Peter Fitzsimmons for his extra efforts in seeing that the Administrative Services area runs smoothly during this time.

#### **7) Reorganization/Restructuring/Reclassification**

Chancellor Cepeda provided a report of the executive team retreat on October 11 and 12. The main focus was on how we needed to find ways to do more with less resources and trying to be as budget neutral as possible. Due to the current state fiscal situation, we have to be extremely careful about how we allocate existing resources. We are also facing a number of mandates that are accreditation critical. The executive team concluded there are 13 critical areas we need to address, which are: district climate/culture, training needs, technology, revenue generation and cost reduction, institutional transformation, student centered customer service, internal collaboration, staffing, budget, centralization/decentralization, current and updated policies and marketing outreach and communication. Some items are more urgent than others, but this list will be measured and implemented against a particular framework, while at the same time reflecting budget neutrality. MSCC President Lauren McKee requested that any changes in management be reviewed with the MSCC executive board first. The MSCC was very upset that an administrator was terminated and his office was eliminated without any discussion with the MSCC group, and they found out at the board meeting when everyone else found out. Chancellor Cepeda answered that any decision to eliminate a department or program would begin with discussions at the colleges first. EVC Dean of Counseling Tammeil Gilkerson stated that the district could collectively do really good things if we focused on one or two areas instead of trying to do everything. Chancellor Cepeda agreed that the 13 areas constitute an aggressive goal, and we have to determine whether or not we go after all of them.

#### **8) Board of Trustees Self Evaluation Workplan/Implementation**

Chancellor Cepeda distributed the Board Self Evaluation Workplan, Plan A for those Board priorities related to accreditation concerns and Plan B for other priorities not associated with accreditation. The Board had reviewed the workplan as a first reading at the October 11 board meeting, and it will be submitted as an action item for Board approval at the November 8, 2011, board meeting.

#### **9) Development of District Strategic Plan**

Chief Assistant to the Chancellor Ledesma reviewed the work of the executive team in developing a framework for the strategic plan. She provided an overview of the strategic directions document.

The meeting adjourned at 4:38 p.m.

**AGENDA**  
DISTRICT COUNCIL MEETING  
SJCC Technology Center, T-112  
November 30, 2011  
3:00 – 5:00 p.m.

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1. Adoption of Agenda
2. Approval of October 20, Meeting Minutes
3. District Committee Reports
  - a. District Budget Committee - (D. Smith)
    - i. The Budget Picture 2010/2011, 2010/2011 and 2011/2012 – (R. Cepeda)
  - b. Citizens' Bond Oversight Committee - (R. Cepeda)
  - c. Retirement Board - (D. Smith)
4. Board Policies – (R. Cepeda/R. Ledesma)
  - a. BP 2715 Code of Ethics/Standards of Practice – 2<sup>nd</sup> Reading
5. Board Agenda items already covered by CBA – (K. Garcia)
6. Public Private Ventures – (R. Cepeda)
7. Proposed Restructuring/Reorganization – (R. Cepeda)
8. Accreditation Follow-up Visit Overview: Next Steps (B. Kavalier/H. Yong/R. Cepeda)
9. Other Items

## **SJECCD DISTRICT COUNCIL MEETING MINUTES**

**November 30, 2011  
3:00—5:00 p.m.  
SJCC Technology Center, T-112**

Attendees:

R. Cepeda, C. Coen, F. Espinosa, K. Garcia, T. Gilkerson, B. Hanfling, D. Hawkins, G. Heck, L. McKee, R. Ledesma, D. Smith, I. Thompson, J. Thompson, J. Tomisaka, H. Yong

Other Attendees:

R. Jalomo (for B. Kavalier)

Absent:

M. Clark, C. Frazier, B. Kavalier, E. Narveson, D. Yancey, EVC AS President, SJCC AS President,

Recorder:

J. Pace

### **1) Approval of Agenda**

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

### **2) Approval of October 20, 2011, Meeting Minutes**

M/S/C (Heck/Coen) to approve the October 20, 2011, meeting minutes as submitted.

### **3) District Committee Reports**

- a) District Budget Committee – Interim Vice Chancellor Smith provided an overview of the 2011-12 and 2012-13 budget scenarios, including the impact of Tier 1 (\$400K) and Tier 2 (\$1.0 million) cuts. On December 15 the Department of Finance will announce the triggers, which in all likelihood will be Tier 2, which is \$3.7 billion statewide.
- b) Citizens Bond Oversight Committee – Chancellor Cepeda reported the CBOC last met on October 5 to work on the annual report. The district is not permitted to use bond funds towards the publication of our annual report so the decision is to go green and publish it on line. The plan is to make it user friendly and interactive. The CBOC currently has two vacancies, one in the support of student's area due to the death of the incumbent. The CBOC also reviewed the process for automating the tracking of all bond expenditures.

- c) Retirement Board – Chancellor Cepeda reported the Board of Trustees approved the change in bylaws in which the CSEA and FA will have three representatives each on the Retirement Board, one of which will be a retiree currently receiving benefits. The next meeting will include a review of the rate of return, a discussion as to whether or not the money should be put in something less risky and the benefits of using a short term vs. long term fund.

#### **4) Board Policies**

Chancellor Cepeda discussed the Board workplan, which includes the goal of reviewing 20% of board policies each year. Therefore, at the next District Council Meeting, there will be a review of the board chapters list to determine priorities and the order of review of the chapters. Chief Assistant to the Chancellor Rosalie Ledesma distributed the latest draft of BP 2715 Code of Ethics/Standards of Practice policy. Ms. Gilkerson recommended a review of the draft to ensure the correct tense was used throughout the policy. After these edits are made, the DC determined the draft was ready to submit to the Board for a first reading at the December 13 board meeting.

#### **5) Board Agenda Items Already Covered by CBA**

Vice Chancellor Garcia recommended that items already approved by the Board through the CBAs should not be included in the board agendas as this would be a redundancy. Therefore, she is working with the Chancellor to remove those items from the Consent Agenda. MSCC President McKee requested that step increases of administrators should also be removed from the agenda. Some members of the DC disagreed with request because they did not believe the MSC Handbook, even though it was approved by the Board, had the same status as the CBAs. The DC had a discussion related to the rights of collective bargaining groups and the MSC group, which is a meet and confer group. Chancellor Cepeda directed Vice Chancellor Garcia to work with all the groups so they could better understand the rights and obligations of each group.

#### **6) Public Private Ventures**

Chancellor Cepeda stated the 27.1 acres the District Office and Police Academy occupy is our biggest asset. She reviewed the plan submitted to the Board at the November 29 meeting for first review, which includes hiring two consultants for Scope A (reviewing the return on investment for property and appropriate businesses to occupy it) and Scope B (moving the District Office and Workforce Institute.) This item will be submitted to the Board for approval at the December 13 board meeting.

#### **7) Proposed Restructuring/Reorganization**

Chancellor Cepeda provided an overview of the executive team retreat in August. The district has reduced Classified personnel and managers/supervisors by at least 25%. CSEA also has staff unevenly distributed throughout the district, some of which are in places different from their skills and areas of expertise. The district needs to better review its organization. The

accreditation review also indicated we didn't have the required personnel in the research, IT and resource development areas. Chancellor Cepeda stated she would bring recommendations to the DC that address the accreditation concerns and the colleges would review staffing needs and priorities with their constituency groups.

#### **8) Accreditation Follow-up Visit Overview: Next Steps**

Dean Jalomo provided an overview of the SJCC follow up accreditation site visit. He stated the visiting team indicated the college was on the right track in all areas. However, the areas of concern could not be completed in the eight months between their site visits; therefore, the college is still on probation. The college needs to meet the continuous improvement level with the SLO's and time is the enemy with the review of the SLO's. We need to do an assessment before the end of the semester. The Accreditation Task Force has been expanded to include new members to move along the responses and prepare for the January site visit.

President Yong indicated the EVC site visit went better than expected. The team recognized the hard work done by the college. However, there were areas in which the college hadn't completed the work, such as the assessment of SLO's. EVC has 80% of SLO's for the courses it has offered, but not for the courses not being offered that are still on the books. Some course outlines go back to 1983 and have not been updated or revised. Although the site visit team commended the college for its work, President Yong stated he did not believe the college would be removed from Warning status.

Chancellor Cepeda reported the site visit team commended the Board for the amount of work they have done and on our response to the six shared recommendations.

#### **9) Other Items**

There were no other items added to the agenda.

The meeting adjourned at 4:45 p.m.

**AGENDA**  
**DISTRICT COUNCIL MEETING**  
DO Conference Room  
December 15, 2011  
3:00 – 5:00 p.m.

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1. Adoption of Agenda
2. Approval of November 30, 2011, Meeting Minutes
3. District Committee Reports
  - a. District Budget Committee - (D. Smith)
  - b. Citizens' Bond Oversight Committee - (R. Cepeda)
  - c. Retirement Board - (D. Smith)
4. Board Policies – (R. Cepeda/R. Ledesma)
  - a. BP 2715 Code of Ethics/Standards of Practice – Review Board comments
  - b. Review Board Policies list to determine priorities/review schedule
5. Discrimination and Sexual Harassment Complaint Procedures – Proposed Revisions  
– (K. Garcia/S. Ho)
6. Board Officers Transition – New Board President Requests – (R. Cepeda)
7. CampusWorks Follow Up – (R. Cepeda)
8. Redistricting – (R. Cepeda)
9. Other Items – (All)

## SJECED DISTRICT COUNCIL MEETING MINUTES

December 15, 2011  
3:00—5:00 p.m.  
DO Conference Room

### Attendees:

M. Casas, R. Cepeda, M. Clark, C. Coen, K. Garcia, F. Gonzalez, B. Hanfling, D. Hawkins, G. Heck, B. Kavalier, L. McKee, R. Ledesma, E. Narveson, D. Smith, I. Thompson, J. Thompson, J. Tomisaka, D. Yancey, H. Yong

### Other Attendees:

P. Fitzsimmons, S. Ho

### Absent:

T. Gilkerson, EVC AS President,

### Recorder:

J. Pace

### **1) Approval of Agenda**

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

### **2) Approval of November 30, 2011, Meeting Minutes**

M/S/C (Hawkins/Coen) to approve the November 30, 2011, meeting minutes as submitted.

### **3) District Committee Reports**

- a) District Budget Committee – Interim Vice Chancellor Smith reported the DBC discussed the state budget and discussed Tier 1 and Tier 2 options. The triggers will happen from the State Chancellor's Office. They also reviewed the planning process and Mr. Fitzsimmons distributed the budget calendar.
- b) Citizens Bond Oversight Committee – The committee is still working on their eco-friendly annual report, which will be posted to their website soon. The CBOC is in discussions about how to spend the remaining \$30 million in Measure G-2004. There are sufficient funds to finish the projects. Measure G-2010 series A & B bonds will be issued and sold in February.

- c) Retirement Board – No meeting this month. However at the October 20, 2011, meeting Peter Fitzsimmons was elected Chair and Dan Hawkins, Vice Chair.

#### **4) Board Policies**

Chancellor Cepeda reported that at the December 13, 2011, board meeting, the Board received BP2715 Board Code of Ethics policy as a first reading. Trustee Cruz requested that student success language be added to the policy. It was agreed that, because of accreditation concerns, the policy be brought back to the January 10 meeting as an action item so that Board can approve. The Board will be ready to approve the policy as revised, with the understanding that it still needs to go through the constituency review process. Chancellor Cepeda reviewed the Board's workplan which required 20% of all board policies to be reviewed each year. Ms. Rosalie Ledesma stated that since there are 184 board policies, 36 policies would need to be reviewed each year. Ms. Hanfling recommended reviewing the policies as whole chapters that are reviewed first by the constituency groups. Perhaps it would be a good idea to create subcommittees consisting of a representative from each constituency group for each chapter under review. Mr. Yancey stated that it would be best to start the policy review with the chapters already being reviewed by the academic senates. Chapters 4 and 7 were already approved by the Board, although they are not yet posted to the district website.

#### **5) Discrimination and Sexual Harassment Complaint Procedures – Proposed Revisions**

Vice Chancellor Garcia distributed a copy of AP 3430 Prohibition of Harassment/Discrimination, which the Board had approved on May 12, 2009. She stated the procedure was overwhelmingly burdensome; and she distributed a revised version that was more streamlined, had reorganized sections, definition of terms and ensured Title 5 requirements. This version will be passed through the constituency review process. Chancellor Cepeda requested that Vice Chancellor Garcia and Mr. Sam Ho meet with constituency groups to review the first draft. Ms. Hanfling requested a copy of the entire procedure with the form attached.

#### **6) Board Officers Transition – New Board President Requests**

Chancellor Cepeda reported on her discussions with newly appointed Board President Fuentes. Trustee Fuentes would like board meetings to be more efficient, effective and shorter. She would like the business portion of the meeting to be held at the beginning and the oral reports to be presented at the end. She would also like the 2<sup>nd</sup> meeting of the month to consist of study sessions. Trustee Fuentes plans to poll the other board members to see if they would be able to attend Closed Session at 4:30 p.m. so that Open Session could begin at 5:30 p.m. Hopefully, making these changes would allow board meetings to end earlier.

#### **7) CampusWorks Follow Up**

Chancellor Cepeda reviewed the presentation and findings presented by CampusWorks, Inc. at the board meeting. Some of their findings include the need for greater IT vision, senior leadership, governance that informs the IT process, and training. They laid out a plan based on what we already have and what we still need. President Kavalier stated that the forum held at SJCC went very well, but she was a little disappointed in the presentation they made to the Board. It was not as effective or comprehensive as the one presented to the Chancellor's executive team. President Yong stated there was so much interest from the EVC campus community that the Mishra Room was overflowing at the CampusWorks forum. The concern

expressed, however, was that there had already been so many prior reviews of the IT processes that led to futility. Also, the presentation given to the Board was so general it's hard to determine the changes CampusWorks would bring about in our IT functions. Executive Director Coen stated that, unfortunately, the presentation given to the Board was not helpful in conveying the value of CampusWorks to the district. Ms. Gilkerson expressed her desire that the district move forward because the district has great needs in the IT training area. Mr. Hawkins expressed concern that a company who is interested in doing an analysis for us has yet to provide a reference from a California community college. If we are going to consider doing business with CampusWorks, we need a clearer understanding of how that would impact our work as a community college district. Chancellor Cepeda agreed that she is also frustrated by the starts and stops of work the district is doing to reorganize the IT functions, but the work with CampusWorks is a good first step for our district.

### **8) Redistricting**

Chancellor Cepeda reviewed the work to date on the redistricting of the seven Trustee areas. She discussed the principles that were formally developed by the Trustees and her work with Mr. Sam Ho to ensure those principles are considered in the plans, which will be proposed to the Board at the January 10 board meeting.

### **9) Other Items**

There were no other items added to the agenda.

The meeting adjourned at 4:35 p.m.