

SJECDD DISTRICT COUNCIL MEETING MINUTES

December 1, 2016
3:00—5:00 p.m.
SJCC Technology Center T-112

Attendees:

D. Budd (Chancellor), D. Smith (Vice Chancellor), K. Garcia (Vice Chancellor)
R. Montemayor (for SJCC President), H. Yong (EVC President)
P. Fong (AFT 6157), B. Hanfling (AFT 6157), J. Covarrubias (SJCC Academic Senate President),
E. Narveson (EVC Academic Senate President), J. Covarrubias (SJCC Academic Senate President)
F. Gonzalez, (District Academic Senate President), P. Crawford (SJCC Academic Senate member)
D. Hawkins, Faustino Villa (CSEA 363)
L. McKee (MSCC VP)
K. Vujjeni (WI)

Other Attendees:

L. Owens (District Services)

Recorder:

J. Pace

1) Review of the Agenda

The agenda was approved and no items were added.

2) Approval of October 20, 2016, Meeting Minutes

Dan Hawkins moved to approve the minutes, Doug Smith seconded the motion, and the minutes were approved as submitted.

3) Accreditation Update

Chancellor Budd reported there was a lot of focus on the Board policies and administrative procedures; and, because of all the work done here by the DC, we were able to have those available to show to the accreditation visiting teams. Another area of focus was the need to show how our planning drives our resource allocation. Although we were able to show that, we need to be more transparent about that process and how it determines how we allocate resources. We will have the ability to present our case to the ACCJC on January 11 or 12. The presidents will get five minutes to state their case, and she also gets to share as the Chancellor. Hopefully, we can answer any questions they may have at that time.

President Yong stated he received the draft report on Monday, with the request that errors in fact be submitted to the commission by Friday. We already knew from the exit meeting we had seven commendations, three recommendations for compliance and five recommendations for improvements. We are now going through the document very carefully and beginning the work of

addressing those recommendations. However, our response at this time will be to correct errors in fact but not dispute their findings.

Dr. Breland reported the issues contained in SJCC's report are about having a clear and transparent resource allocation model and ensuring that planning drives how resources are expended, including SLOs.

4) Review of District Council Meeting Charge and Composition and the Coordination with College Councils/District Committees

Chancellor Budd thanked DC members for reviewing the draft that was distributed at the last meeting. She read the comments she received, and DC members agreed those few changes should be included in the document. Mr. Vujjeni expressed concern that the Workforce Institute representative was removed as a member of the committee. Other DC members agreed with his assessment, especially since the WI collaborates with the colleges and its perspective is needed. After some discussion, DC members agreed to reinstate a WI representative to the membership. Ms. McKee also expressed her desire to add another MSC member to the Council because the Chancellor and Vice Chancellors are not a part of the MSC group. No other DC member expressed support for her recommendation.

Chancellor Budd called for a vote of the DC meeting charge and composition and stated that, if approved by DC members, the revised document would be posted to the district website.

Fabio Gonzalez moved, Barbara Hanfling seconded the motion and DC members approved the new DC meeting charge and composition. Lauren McKee opposed the action.

5) Strong Workforce

Chancellor Budd reported the Strong Workforce funds provides \$200 million to help the colleges increase the quantity and quality of CTE offerings that would allow over one million people to earn a living wage. Sixty percent of that money goes directly to the district and colleges, with 40% going towards the regional efforts to do the same work. Based on the breakdown, our colleges should receive \$2.2 million, and at least 30% of the 40% is also supposed to go to the colleges. The good news is that it looks as if this will be ongoing and not just one-time funds.

Mr. Crawford reported on the first pre-apprenticeship courses to be brought to SJCC, which would include all 25 trade unions. The opportunity is to provide middle wage jobs between \$70-100K a year.

Chancellor Budd stated a plan needs to be developed for Strong Workforce to be submitted to the State Chancellor's Office by January 31. The colleges are working on that right now as the Board would need to do a first reading of the plan on January 10 and then approve the plan at the January 24 board meeting so that the deadline could be met. President Yong reported EVC is looking to include automotive collision repair and health informatics data base management for the health care industry programs since the curriculum has already been developed. President Breland stated SJCC will include CTE programs, such as cyber security, laser technology and machine technology. Mr. Vujjeni distributed a Strong Workforce Program Rollout sheet and stated the WI would play a key role in connecting the colleges to industry partners for internship partnerships.

6) Board Policies and Administrative Procedures

Vice Chancellor Garcia and Ms. Lisa Owen distributed two documents: A List of Board Policies and Administrative Procedures to track this meeting as a first reading by the DC and a packet containing the New or Proposed Revisions for Board Policies & Administrative Procedures, which included the Fall 2016 updates from the CCLC.

Before the BPs and APs were reviewed, the DC had another discussion about the review process of when the DC does a first reading, when policies or procedures are distributed to their constituents for review and comment, when policies and procedures need further work by the Academic Senate or other groups and when they are ready to be sent to the Board for a first reading.

Ms. Owen stated that BP 6380 Vendors and AP 6380 Vendors should have been included in the packet, and they will be added to the copy she will email to DC members.

The following Board policies were contained in the packet:

- BP 3410 Nondiscrimination
- BP 3430 Prohibition of Harassment
- BP 4225 Course Repetition
- BP 4250 Probation, Dismissal, and Readmission
- BP 5140 Disabled Student Programs & Services
- BP 5220 Shower Facilities for Homeless Students
- BP 6300 Fiscal Management
- BP 6340 Bids and Contracts
- BP 7120 Recruitment and Hiring
- BP 7310 Nepotism
- BP 7360 Discipline and Dismissal, Academic Employees
- BP 7600 College Police Department

The following Administrative Procedures were included in the packet to be reviewed:

- AP 2710 Conflict of Interest
- AP 3410 Nondiscrimination
- AP 3430 Prohibition of Harassment
- AP 3435 Discrimination & Harassment Complaint Procedures
- AP 3515 Reporting of Crimes
- AP 3570 Smoking on Campus
- AP 3900 Speech: Time, Place & Manner
- AP 4020 Program & Curriculum Development
- AP 4225 Course Repetition
- AP 5220 Shower Facilities for Homeless Students
- AP 6300 Fiscal Management
- AP 6340 Bids and Contracts
- AP 7110 Delegation of Authority, Human Resources
- AP 7234 Overtime
- AP 7348 Accommodations
- AP 7400 Travel

Ms. Owen reported that AP 4230 Grading and Academic Record Symbols, AP 4235 Credit by Examination, AP 4240 Academic Renewal, AP 4255 Dismissal & Readmission and AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies were not included in the packet

as these procedures were still under review by the Academic Senate. She also reported that AP 3900 Speech: Time, Place and Manner (SJCC version) was included in the packet, but she doesn't have the EVC version yet.

DC members agreed that all policies and procedures that contain only minor updates from the CCLC, such as a simple wording or reference change, should be considered approved by the DC. The policies will be sent to the Board for a first reading, and the procedures are to be considered approved by the Chancellor and ready for posting to the district website. Vice Chancellor Garcia stated these would also be sent to DC members via email stating they are approved "without objection."

7) Committee Reports

District Budget Committee – Vice Chancellor Smith reported the DBC met on November 20 where they received a property tax update. He stated the budget assumption was 3.5%. We received a first data point of 6.02%; and we received our second data point, but that was one-time money. We always treat property tax as ongoing money. Mr. Smith reported that property tax is slowing down. Hopefully, the 6% will go to 9%. We should have four or five years of 3% growth from the first data point to the second data point.

The DBC also discussed the resource allocation model. The task force will meet tomorrow to work on the budget principles fundamentals. The task force meetings for February and March have been scheduled.

District Technology Planning Group – Dr. Seaberry reported the DTPG met on November 10 and reviewed the Educause Top 10 list of issues in IT for higher education. Plante Moran consultants were at the District Office and colleges in November to meet with all groups. There were four meetings scheduled for students, and 900 students responded to the survey. We anticipate putting a solid plan in place for the next five years.

College Councils –

EVC President Yong reported the college council met on Monday and talked about what we want to finish up this year. He reported the college is taking down the no smoking signs.

8) Other Items

No other items were discussed.

The meeting adjourned at 4:50 p.m.