

SJECCD DISTRICT COUNCIL MEETING MINUTES

**February 18, 2016
3:00—5:00 p.m.
SJCC – T-112**

Attendees:

D. Budd, A. Azevedo, B. Breland, C. Coen, P. Crawford, J. Covarrubias, P. Fitzsimmons, K. Garcia, B. Geer, B. Hanfling, D. Hawkins, T. Hawley, S. Ho, R. Ledesma, L. McKee, S. Meneses, D. Smith, K. Vujjeni, D. Yancey

Other Attendees:

B. Balajadia, O. Cruz, D. Graham, T. Kubo, R. Montemayor, A. Tanon, L. Wilczewski, J. Wright (CCLC Policy & Procedures Services)

Absent:

S. Graham, M. Gonzales, E. Narveson, J. Pallin, B. Seaberry, J. Thompson, F. Villa, H. Yong

Recorder:

J. Pace

1) Review of the Agenda

The agenda was approved as submitted.

Chancellor Budd introduced Steven Meneses as the new Institutional Advancement Officer and Jane Wright as the consultant for the Board policies update project.

2) Approval of December 17, 2015, Meeting Minutes

Barbara Hanfling moved to approve the minutes, Dan Hawkins seconded the motion, and the motion was approved without any objection or abstention.

3) District Committee Reports

District Budget Committee – Vice Chancellor Smith stated the committee met on January 29 and February 11. With the meeting that was held on January 29, the 2nd Quarter Report was presented for review. For the meeting that followed on February 11, the committee members input their advisement on changes to the report. The DBC is scheduled for another meeting, which will be held on March 31, 2016.

District Audit Committee – Vice Chancellor Smith reported the committee has not met since December 17, 2015. However, we are projecting to schedule a follow up meeting for April 2016.

CBOC – The committee has not met since December 17, 2015. Our next meeting is scheduled for February 25, 2016 at EVC.

Retirement Board – Executive Director Fitzsimmons reported that the Retirement Board meets twice a year. The RB has not met since December 17, 2015. The next meeting is scheduled for April 28, 2016, at 1:00 p.m. in the EVC Mishra room.

Benefits Committee – Vice Chancellor Garcia reported the Committee drafted the shell of the RFP for a consultant to come on board sometime in the spring to assist us in being smarter consumers with our benefits.

Building Civility and Community Consortium – Director Sam Ho distributed the February 11, 2016, meeting minutes and the Communications & Conflict Resolution training information. He reported that at the December 10 meeting; and after three input meetings, the name of the work group was adopted as the “Building Civility and Community Consortium” (formerly the “Civility Task Force”). He also highlighted that the Consortium has finalized dates for the Communications & Conflict Resolutions Training, which are Fridays, April 15, 22 and 29. The three-day training agenda is included in the handout materials. Employees and students are encouraged to sign-up by March 16. The next consortium meeting will be held on March 10 at EVC.

District Technology Planning Group – Vice Chancellor Seaberry reported the planning group met last week to discuss the technology project list, including those projects that have been completed and those that are scheduled for completion through Summer 2016. The project list is posted on their SharePoint site. EDUCAUSE recently published the annual “Top 10 Issues for IT in Higher Education.” The planning group reviewed the top ten items and will consider them when updating the technology plan in the future. Examples of items in the Top 10 list include Information Security, Distance Education and Student Success Technologies. The planning group is working on developing a potential RFP for a consulting group to assist in developing new technology plans for SJCC, EVC and the DO such that all three plans are integrated, coordinated and reflective of college, district office and district wide technology priorities. The group discussed the EDUCAUSE annual survey of Student Technology Use to be launched this term for SJCC and EVC students. It’s a standardized annual survey that will provide insight into students’ use of technology at home and at college and indicate how students would like to use technology at SJCC and EVC. The results will be benchmarked against other community college results, available for future longitudinal analysis and will inform the technology planning process.

4) Board Policies

Chancellor Budd provided an overview of how board policies were reviewed in the past using hard copy binders, one for each board chapter. This was cumbersome and was a hindrance to reviewing policies in a timely manner, but it’s the responsibility of the Board to ensure board policies are reviewed and updated. This district recently was removed from accreditation warning, yet many of the policies are outdated and most legally required procedures are non-existent. It was for this reason that Interim Chancellor Hendrickson arranged a consultant agreement with Dr. Jane Wright from the Community College League of California to do a comprehensive review and draft update of all policies and procedures to ensure we have in place all legally required language. Chancellor Budd thanked Dr. Wright, who was present at the meeting, for the extensive work she has done.

Dr. Wright discussed her work in submitting suggested updates to the current policies and procedures to ensure they were legally compliant and also to suggest best practice language in the policies. She had made color-coded notations in the policies, and those colors explained what language was legally required, suggested language, and district-unique language. Unfortunately, the draft policies Rosalie Ledesma emailed to DC members were not the color-coded versions; and this may have caused some confusion. Chancellor Budd asked DC members to ignore and

delete those email messages, and she would ensure the correct color-coded draft policies were sent and posted in a location where they could be easily reviewed.

Chancellor Budd stated she hoped that 80% of the policies would be clean and ready for Board approval and only 20% of the policies would need further review. Academic Senate member Phil Crawford expressed his agreement that some of these policies need legally-required language, but he also questioned whether or not the proposed language suggested by Dr. Wright was the actual legal language required. Dr. Wright answered that, when in doubt, review the law itself and take language from it. If that makes sense and satisfies everyone's comfort level, then just take the language directly from the law. However, the district is a member of the CCLC Policy Service, and this service does that work on behalf of districts. AFT 6157 Executive Director Barbara Hanfling stated that some policies and procedures, such as the Computer and Network Use procedure, contains situations that are bargainable. Certain procedures look very different from the faculty perspective. Chancellor Budd answered that those kinds of policies and procedures would be included in the 20% that would need special review and attention. She emphasized the importance of ensuring Chapter Four policies are reviewed in time to be placed on the May 24 board agenda while faculty are still here. We can do further work in September, but the goal is to get the bulk of them before the Board before everyone goes on vacation. Dr. Wright agreed that this is an ambitious schedule, but she commended everyone for the work they've put in to get this process moving along.

Chancellor Budd reported that at this meeting she has requested some of the groups share a policy or two they are currently reviewing.

Vice Chancellor Smith distributed and reviewed BP/AP 3500 Campus Safety and BP/AP Emergency Response Plan. He discussed the work done by West Coast Consulting in helping the district develop its emergency response plan. He stated that a lot of the work included in the plan was developed by Chief Morales.

Vice Chancellor Ben Seaberry distributed and reviewed BP and AP 3720 Computer and Network Use. This procedure is an update from the current procedure in place, which is dated June 6, 2009. In the review process, the group looked at the Ed Code and chose some terms and defined them. Some of the terms in the prior procedure were outdated, and these terms were crossed out. The policy is not very specific but has been updated, especially in terms of adding the legally required language. The procedure has the details of the policy and it's marked to show the changes, especially the legal language that is required.

Vice Chancellor Kim Garcia distributed and reviewed BP and AP 3050 Code of Ethics. We have been dinged by accreditation for not having an institutional code of ethics. She stated she used language taken from SJCC's code of ethics. It is a strong starting point in putting something in place.

Interim Vice Chancellor Tamela Hawley distributed and reviewed BP and AP 3200 Accreditation and reported this is a new policy and procedure that is required by the ACCJC. She has sent this policy to the Academic Affairs vice presidents for review.

EVC Dean Octavio Cruz reported the Student Services group met with faculty, staff, including Roland Montemayor, Takeo Kubo, Eliazer Ayala-Austin, Angelina Duarte, Alma Tanon and four students to review the board policies and administrative procedures for Chapter 5. He reviewed and distributed AP 5130 Financial Aid, BP 5500 Standards of Student Conduct and AP 5520 Student Discipline Procedures: Violations of Student Conduct and also distributed an iPad in which all Chapter 5 policies and procedures were loaded. Dean Cruz made special note of policy changes to financial aid. He reported this year is the first year students will lose the ability to use

their BOG fee waiver if they are placed on academic or progress probation for two consecutive primary terms. This language has been added to the policy.

Chancellor Budd stated she had requested some of the groups working on the policy review provide this brief presentation to inform DC members of the work being done on these policies. She distributed the updated Board Policy and Administrative Procedure Review/Update Timeline and stated we have a very aggressive goal to ensure all policies and procedures are updated and Board approved before the start of the Fall term.

5) Adult Education/AB104 Funding/Milpitas

Vice Chancellor Carol Coen reviewed the historical background of the work the consortium has done in the past three years. She stated that faculty had expressed concern about bringing students into our colleges that were not prepared and college ready and how that would impact course completion. This model aligns with the direction of the state and could be a workplan for the creation of a bridge program. It is a strong beginning point for us.

Dean Kishan Vujjeni distributed and reviewed a document entitled Adult Education Block Grant (AEBG) Measures of Effectiveness. He provided background information, measures for assessing regional effectiveness, and performance outcomes. In particular, he reviewed the SJECCD adult education budget for FY 2015/16 for the achievement of objectives 3-7. He also reviewed the budget for positions to support those objectives as well as funding for professional development, program development, discretionary, marketing/outreach and consortium meetings/administration.

Chancellor Budd stated the important thing for us to remember is that there is \$1.6 million to ensure we have the services in place. The funding is now identified, but if money needs to be moved around, that is possible.

Mr. Crawford spoke as a member of the non-credit committee and stated that although we have more money than anyone else in the state, we are still going to have to meet the indicators in order to keep that money. He expressed concern that the colleges were brought to the table late in the game and that faculty would need to work closely with Ms. Coen and Mr. Vujjeni to make sure we manage that money correctly to ensure we are building on the performance requirements. Ms. McKee expressed concern about the amount of work that would fall to administration, particularly in her area. We need to ensure money is in place for the workload that would be done at the campuses. EVC Academic President Narveson stated the need for conversations with the senates about what the Articulation Specialist and Curriculum Coordinator would be doing. Ms. Hanfling expressed concern about hiring another Dean at the Workforce Institute.

Chancellor Budd thanked everyone for the good points they have made, and she would do a more extensive review of the budget.

6) Revised Delineation of Functions Map

Vice Chancellor Garcia reported the Delineation of Functions Map is another accreditation requirement; and we were dinged because during the last accreditation site visit, we did not have one in place. The purpose of this map is to identify what functions take place at the colleges and what functions take place at the District Office. She distributed the latest draft revised on February 17, 2016. This document was created on September 20, 2011, and went through several reviews

and modifications; but this latest draft has been given to the colleges to go through their review process. We will have to document that this map has been distributed to every employee, and we'd like to do that by March or April.

7) District Hiring Procedures

Vice Chancellor Garcia reported on the extensive review and update process for the District Hiring Procedures, which began in the Fall of 2013 through May 2015. This review included participation from the AFT, CSEA, Academic Senates and MSCC. She distributed the Hiring Procedures document, including attachments, as well as the SJECCD Comments, Suggestions and Questions Regarding Hiring Procedures. Mr. Yancey discussed the huge and thoughtful effort that went into the review process. There was a lot of back and forth conversations and collaboration.

CSEA representative Dan Hawkins stated the need to address the conduct of screening committee members. This was a big issue. Other members of the review committee, including Mr. Yancey, Ms. McKee and Mr. Sam Ho discussed the issues surrounding choosing applicants to be moved forward and ranking of those candidates. Mr. Ho also discussed the need to ensure the composition of diverse screening committees.

Vice Chancellor Garcia stated the next step was a review of the draft document by Chancellor Budd before it is submitted to the Board for approval.

8) Polling Surveys

Vice Chancellor Smith reported on the work of a committee to choose a polling service, per the Board's request, to review the feasibility of a November bond. The findings of this survey will be presented to the Board at next week's meeting.

9) 27 Acres Update

Vice Chancellor Smith reported on the work of the Board Asset Management Committee and the meeting which was held on Monday evening. The Chancellor will be working with the district's constituency groups to provide information and also to provide updates and forums with community members. This project is moving forward.

10) Other Items

No other items were discussed.

The meeting adjourned at 5:15 p.m.