

## SJECDD DISTRICT COUNCIL MEETING MINUTES

October 12, 2017  
3:00—5:00 p.m.  
EVC Mishra Room

### Attendees:

D. Budd (Chancellor), K. Garcia (Vice Chancellor), D. Smith (Vice Chancellor)  
N. Ambriz-Galaviz (Acting SJCC President), K. Aytch (Interim EVC President)  
P. Fong (AFT 6157), B. Hanfling (AFT 6157), J. Covarrubias (SJCC Academic Senate President),  
E. Narveson (EVC Academic Senate), F. Gonzalez (District Academic Senate)  
S. Alvarez, D. Hawkins, J. LeDee, Faustino Villa (CSEA 363)  
A. Herrera, A. Tanon (MSC)  
L. Harris (SJCC College Council)  
D. Micetich (EVC College Council)

### Other Attendees:

R. Brown (District Services), P. Fitzsimmons (District Services), J. Marvet (District Services), L. Owen (District Services),  
A. van Ommeren, (District Services). Lt. Michael Dziuba (District Services)

### Absent

B. Seaberry (Vice Chancellor)  
J. LeDee, A. Lopez (CSEA)  
EVC College Council  
EVC and SJCC Student Government  
W. Watson (WI)

### Recorder:

J. Pace

### **1) Review of the Agenda**

No items were added to the agenda.

Chancellor Budd reported a change to the DC meeting schedule. Due to winter break, there will be no DC meeting held in January. Dr. Budd also inquired if the DC would be agreeable to include the District Office location in the meeting site rotation. Since DC members expressed support for this change, Dr. Budd announced the November 9 meeting will remain at SJCC but the December 14 meeting location will be changed to the District Office. Ms. Pace will send a revised schedule and Outlook meeting notices.

### **2) Approval of September 28, 2017, Meeting Minutes**

M/S/C (Villa/Hawkins) to approve the meeting minutes as submitted.

### **3) Committee Reports**

College Council – Mr. Lamel Harris, SJCC College Council, stated the council held its first meeting last week. Dr. Joyce Lui reported on Guided Pathways, Vice President Escobar reported on the technology and facilities committees and there were also other constituency group reports. The Council is now reviewing its charge and composition. We are having problems getting student participation, and faculty attendance is also low. The next meeting is scheduled for Friday, November 3, from 9:00—11:00 a.m.

EVC Interim President Aytch reported the council discussed restoring psychological support services to the campus. They heard a report from the campus budget committee, and are also looking at the accreditation report. Dr. Aytch reported that David Micetich is now representing the EVC College Council at the District Council.

### **4) Strategic Priorities Update and Timelines**

Dr. van Ommeren distributed and reviewed a draft of the District Strategic Priorities and Objectives. This document outlines each of the six strategic priorities and some objectives that have already been recommended. The goal is that each priority have 3-6 objectives to meet that priority. Meetings with focus groups are underway, and the consultants will be going to each college to help facilitate the next step in the process.

Dr. Budd noted that Strategic Priorities Number 1 and 2 will most likely be accomplished by the colleges and will fit with their colleges' goals and strategic plans. For Strategic Priority 4 on technology and example could be in the purview of both the colleges and district services.

Dr. Budd stated there will be breakfast, lunch and dinner meetings held on the campuses, and the consultants will discuss with the groups how they can make the objectives clear and what outcomes are district level or college level. The consultants will be at SJCC on Wednesday, October 25, and then at EVC the next afternoon after the Chancellor's Community Advisory Breakfast. They will be at the DO on Friday and will plan to go to any of the areas they have missed. We'll be hearing from the academic senates next Tuesday and will get the names of faculty who will be participating in the focus groups. The goal is to complete the priorities within the next few months.

Dr. Budd reminded the DC of John Morton's visit in June where he came to share with us how his colleges have institutionalized their priorities by coming up with outcomes and having the funding tie into their performance measures. As we are looking at student success, the IE committees or the student success committees may come up with measures for the RAM funding. Such measures could include increase in transfer rates; 5% for transfers to CSUs and 20% for transfers to UCs. This helps ensure priorities are driving resource allocation.

### **5) New Districtwide Institutional Effectiveness Committee**

Dr. Budd stated one of the charges for the DC is to create standing committees and task forces as needed.

Dr. van Ommeren distributed and reviewed a draft document outlining the purpose/functions and membership composition of the District Institutional Effectiveness Committee. This document adds the groups recommended from the last DC meeting and now includes representatives from research, admissions and records and the Colleague Core group. Since we already have IE

committees on the campuses, this committee would operate as a subcommittee of the DC, similar to the District Technology Group. All research requests will be forwarded through this committee. EVC Academic Senate President Narveson requested that membership should include a faculty member from each academic senate. Vice Chancellor Garcia expressed concern about research being done by only a few individuals and, therefore, access to the data is available to only a few individuals. She recommended some mechanism for the release of data so that people can be able to extract the research and reports they need.

M/S/C (Villa/Herrera) to approve the purpose and membership, including the addition recommended by Mr. Narveson, of the District Institutional Effectiveness Committee.

## **6) Workforce Institute**

Dr. Budd stated that during the September leadership retreat there was a discussion of a name change for the Workforce Institute. She reviewed the amazing work done by Dr. William Watson; and, as a result, this organization is not the WI we remember. The SJCC facilities committee stated they wanted the first floor of the Technology Building. It was also recommended the CIMS lab be moved to where the Nursing program is housed. The SparkPoint Center, however, still needs to be located at SJCC. Since the fifth floor of the DO has been vacated, our plan is to move the WI downtown where it could be closer to business partners. In late spring, the colleges created a VP of Strategic Partnerships & Workforce Innovation position. We are now creating an Executive Director of Strategic Partnerships & Workforce Innovation position at the district level. This position will be compensated at the VP level. AFT Executive Director Hanfling stated her need to have a better understanding of the VP position outside of academic work. CSEA representative Hawkins stated the discussion of the VP position was held at a docket meeting and not at a DC meeting. Ms. Garcia stated there will be some confusion around campus vs. district services in terms of developing strategic partnerships with our local agencies and groups. There is work to be done at the campuses and also at the district level.

After some discussion regarding the use of the word "Center" it was recommended by Mr. Hawkins that the name of the WI should be changed to Economic Mobility Center, which would make it similar to the Veterans Center.

## **7) Board Policies & Administrative Procedures Updates**

Dr. Owen distributed and reviewed a list of Board Policies and Administrative Procedures with Recommended Changes, which included BP 3910 Use of Unmanned Aircraft Systems, AP 3910 Use of Unmanned Aircraft Systems, AP 4241 Academic Renewal, BP 7380 Retiree Health Benefits: Regular Employees and AP 7380 Retiree Health Benefits: Regular Employees.

Dr. Owen announced there is a committee with the Academic Senate to review board policies Chapters 4 and 5, and they are ensuring the college catalogs include our appropriate language from our board policies and administrative procedures. District Academic Senate President Gonzalez stated the whole purpose of this committee was to have a more productive process on BPs and APs. He and Jesus Covarrubias have worked on establishing that committee. He expressed concern that a student taking courses at both SJCC and EVC would be treated in a different way because of the different language in the catalog. He requested getting chapters 4 and 5 completed by the end of December. SJCC Academic Senate President Covarrubias thanked Dr. Gonzalez for all the work he has done on the cleanup of these policies and procedures. He stated the benefits of the District Academic Senate, which has established consistency for those taking classes at both campuses. Ms. Garcia also stated that although there was a lot of work done on academic renewal, that procedure has taken a great deal of time. There needs to be a way to push it forward. Dr. Budd stated that once both senates approved it, and we

vote to approve it at the DC it doesn't need to go to the Board as APs are put in our packet we send to them in November notifying them of our approved administrative procedures over the year.

Ms. Jodi Marvet reviewed the BP and AP for Use of Unmanned Aircraft Systems. She stated that although drones can be wonderful, they could also cause damage to property and infringe on individual privacy rights. The BP simply states the Chancellor would establish procedures. Ms. Marvet reviewed the procedure regarding FAA regulations, exemption from licensing or a COA. There is a need to file paperwork with the FAA. After a discussion among DC members as to whom would be responsible for procuring the license, Ms. Marvet was charged with checking if the Division Dean could get the license so that all instructors in the department could use it. EVC Interim President Aytch discussed the need to work with the community as this is a complicated matter, but we want to ensure good community relations. His concern was more about people flying them in restrooms and infringing the privacy of students, faculty and staff. PIO Ryan Brown expressed concern about the prohibition to fly within 150' of persons and animals, and we may want to waive that regulation when we want to take pictures of graduations and other big events. Ms. Marvet stated she would check with our consultant to see if this would be a violation with FAA regulations.

Dr. Gonzalez stated he wanted to take this policy to the academic senates. Dr. Budd stated this policy would be brought back to the DC for further review.

Regarding BP 7380 Retiree Health Benefits: Regular Employees, Mr. Brown stated that the words "academic employee" should be replaced by "every employee".

M/S/C (Hawkins/Herrera) to approve the BPs and APs with the recommended changes, with the exception of Use of Unmanned Aircraft Systems, which will be brought back to a future meeting. All voted yes with two abstentions.

### **8) Review and Discussion of Spring 2017 DC Survey Results**

Dr. Budd reported on the District Council Self-Evaluation Survey for 2016-17. She thanked the IESS team and Vice Chancellor Seaberry for getting the survey and results completed. Dr. van Ommeren announced the survey results. Positive results include the DC charge is well articulated, meeting agenda items are consistent with the DC charge, DC allows constituents to have a voice, great work on board policies and administrative procedures and we should continue that work. Some areas of improvement include reaching out to students so they could participate and doing this survey much earlier and getting more participation. Dr. Budd stated the importance of working on the questions to ensure we get feedback that would be helpful to improving the DC. Ms. Hanfling recommended handing out hard copies of the survey after a meeting since this is easier than responding to an email request.

### **9) Other Items**

There were no other items.

The meeting adjourned at 4:46 p.m.