



san josé·evergreen
COMMUNITY COLLEGE DISTRICT

SJECCD DISTRICT COUNCIL MEETING MINUTES

September 24, 2020, Location: Zoom, [SharePoint Site Link](#)

Member Attendees (20):

- A. Duran - Center for Economic Mobility Representative
- A. Herrera - MSCC Representative
- A. Lopez - SJCC Academic Senate President
- A. Lopez - SJCC Classified Senate President
- B. Breland – Chancellor
- B. Chaidez - Associate Vice Chancellor Human Resources
- B. Lopez - EVC Classified Senate President
- B. Seaberry - Vice Chancellor Information Technology and Institutional Effectiveness
- D. Hawkins - CSEA 363 Representative
- F. Espinoza - District Academic Senate President
- G. Johnson - EVC Academic Senate Member
- J. Breheny - AFT 6157 Representative
- J. Escobar - Vice Chancellor of Administrative Services
- J. Lugo - CSEA 363 President
- J. Pacheco - CSEA 363 Representative
- O. Morales-Anaya - SJCC Academic Senate Member
- R. Pratt - EVC Academic Senate President
- R. Tomaneng - SJCC College President
- S. Minjares - EVC Classified Senate Representative
- T. Gilkerson - EVC College President

Absent (8):

- E. Austin-Ayala - MSCC Representative
- E. Pratt - SJCC College Council Representative
- J. LeDee - SJCC Classified Senate Representative
- M. Dickerson - EVC College Council Representative
- P. Hu - AFT 6157 Representative
- S. Alvarez - CSEA 363 Representative
- S. Habtemariam - SJCC Student Government Representative
- EVC Student Government Representative – Vacant

Other Attendees:

- A. Machamer
- D. Garza
- J. Pace
- J. Russell
- R. Brown
- R. Ledesma
- S. Brusseau
- S. Oklander
- T. DeGray
- T. Morales

1. Approval of the Agenda:

- a. M/S/P; Ayes – 20, Opposed – 0, Abstentions – 0, Absent – 8
 - i. Motion made by F. Espinoza; Seconded J. Lugo to approve the agenda as submitted.

2. Approval of the May 14, 2020, Meeting Minutes:

- a. M/S/P; Ayes 20 – , Opposed – 0, Abstentions – 1, Absent 8
 - i. Motion made by F. Espinoza; Seconded J. Lugo to approve the May 14, 2020 meeting minutes as submitted.

3. COVID-19 Update:

- a. Communications Report:
 - i. District:
 - 1. Ryan Brown shared the newly released virtual campus website: <https://virtual.evc.edu/>
 - 2. Ryan Brown reported that a district-wide communication would be sent out soon regarding the continuation of the remote work environment through spring 2021.
 - ii. SJCC:
 - 1. Daniel Garza thanked the District Office for the additional support and funding to do one final push for fall enrollment.
 - iii. EVC:
 - 1. Josh Russell reported that EVC is continuing with its EVC Alumni campaign as well as ads on social media including a Spotify campaign that resulted in 4.5M impressions.
 - iv. Community:
 - 1. Rosalie Ledesma reported that the next Chancellor’s Community Series would feature EVC’s Translation Program.
 - 2. Rosalie Ledesma reported that the District is working with the CEO of Silicon Valley Leadership Group and announced that the District will be attending the upcoming SVLG Summit featuring Dr. Antony Fauci on October 30.
 - v. Chancellor Breland shared the following article:
 - 1. [Fewer Students are Going to Community College Despite High Unemployment](#)
- b. Campus Updates:
 - i. SJCC:
 - 1. President Tomaneng reported that SJCC’s ERT groups continue to meet weekly to review the spring schedule that will go live at the end of October. The group’s goals include continuing efforts to ensure Custodial, Grounds and Maintenance remain on the same page as small groups are brought back to campus like CE labs.
 - ii. EVC:
 - 1. President Gilkerson reported that EVC continues to develop the spring schedule and work collaboratively across all areas in an effort to ensure consistent, excellent information is brought to all students.
 - 2. President Gilkerson reported that EVC plans to continue the C.N.A. Nursing program in the spring with the possibility of some outdoor Kinesiology classes as well.

3. President Gilkerson reported that the campus continues to offer limited access times on Mondays and Wednesdays in coordination with campus PD.
- c. Administrative Services:
 - i. Fiscal:
 1. Vice Chancellor Escobar reported that the District has received both the COVID Block Grant and FEMA funding.
 - ii. Facilities/Bond:
 1. Maintenance/Custodial/Operations:
 - a. Associate Vice Chancellor DeGray reported that staff would begin back on a 5-day workweek beginning September 28.
 2. Bond:
 - a. Associate Vice Chancellor DeGray reported that bond projects continue to move with the recent \$425M bond sale in the spring, and thanked the Faculty and Staff for their help to ensure the programming for these projects goes well.
 3. Safety and Security:
 - a. Chief Morales reported that he and the team continue to work on updates to the Pandemic Plan and monitor the federal State and Local guidelines, specifically the County's most recent update of recommendations for education.
 - d. Technology:
 - i. Vice Chancellor Seaberry highlighted areas of the latest ITSS InfoBits Newsletter:
 1. <https://www.sjeccd.edu/ITSS/Documents/ITSSInfoBitsAugust2020.pdf>
 - ii. Vice Chancellor Seaberry reported that ITSS and the CTSS departments still have plenty of laptops and hotspots to hand out to students.
- 4. District Council Format:**
- a. Chancellor Breland noted that during future meetings, this time would provide the Academic Senates and Classified Senates with an opportunity to report out on the work each group is doing.
 - i. EVC and SJCC Academic and Classified Senate Presidents thanked Chancellor Breland for the opportunity and noted that this will be very helpful to have another forum to share information.
- 5. College Highlights:**
- a. [Chancellor Breland reported that all of these reports have been provided in writing here.](#)
- 6. Board Policy & Administrative Procedures:**
- a. Chancellor Breland reemphasized the importance of getting the Board Policies and Administrative Procedures through the review and approval process.
 - b. [Joy Pace provided the linked documents related to those policies and administrative procedures pending review and approval either by the Chancellor or the Board of Trustees.](#)
 - c. Classified Senate President, Andrea Lopez, reported that the committee did a lot of work over the summer to review those pending policies and procedures, with a set schedule to meet once per month in the fall.
 - d. Chancellor Breland called for a vote to approve all those highlighted in purple with a status of "ready for district council" indicated.
 - i. M/S/P; Ayes – 20, Opposed – 0, Abstentions – 0, Absent – 0
 1. Motion made by Andrea Lopez; Seconded Alex Lopez to approve the following:

- ✓ BP 2100 Board Elections
- ✓ BP 3250 Institutional Planning
- ✓ BP 3410 Nondiscrimination
- ✓ BP 3430 Prohibition of Harassment
- ✓ BP 3810 Claims Against the District
- ✓ BP 5141 Course Substitution/Waiver
- ✓ BP 6100 Delegation of Authority, Business & Fiscal Affairs
- ✓ BP 6150 Designation of Authorized Signatures
- ✓ BP 6200 Budget Preparation
- ✓ BP 6250 Budget Management
- ✓ BP 6300 Purchasing
- ✓ BP 6320 Investments
- ✓ BP 6335 Debt Issuance and Management
- ✓ BP 6380 Vendors
- ✓ BP 6400 Financial Audits
- ✓ BP 6500 Property Management
- ✓ BP 6550 Disposal of Property
- ✓ BP 6900 Bookstores
- ✓ BP 7400 Travel
- ✓ AP 3430 Prohibition of Harassment
- ✓ AP 3600 Auxiliary Organizations
- ✓ AP 4105 Distance Education
- ✓ AP 5013 Students in the Military
- ✓ AP 5020 Nonresident Tuition
- ✓ AP 5050 Student Success and Support Program
- ✓ AP 5141 Course Substitution/Waiver
- ✓ AP 5203 Lactation Accommodation
- ✓ AP 6100 Delegation of Authority, Business & Fiscal Affairs
- ✓ AP 6150 Designation of Authorized Signatures
- ✓ AP 6200 Budget Preparation
- ✓ AP 6250 Budget Management
- ✓ AP 6305 Reserves
- ✓ AP 6310 Accounting
- ✓ AP 6315 Warrants
- ✓ AP 6320 Investments
- ✓ AP 6322 Employee Indemnity Bonds
- ✓ AP 6335 Debt Issuance and Management
- ✓ AP 6350 Contracts – Construction
- ✓ AP 6380 Vendors
- ✓ AP 6400 Financial Audits
- ✓ AP 6500 Property Management
- ✓ AP 6550 Disposal of Property
- ✓ AP 6900 Bookstores
- ✓ AP 7346 Employees Called to Military Duty

- e. Chancellor Breland called for a vote to approve BP 4235 Credit for Prior Learning
 - i. M/S/P; Ayes – 20, Opposed – 0, Abstentions – 0, Absent – 8
 - 1. Motion made by Randy Pratt; Seconded Antoinette Herrera to approve BP 4235 Credit for Prior Learning:

7. Human Resources:

- a. Associate Vice Chancellor Chaidez highlighted changes to Title IX regulation that include the requirement for live hearings and verbal complaints now being allowable on sexual assault cases.
- b. [Link to the Administrative Procedure here.](#)

8. ITIE – Latest Developments:

- a. Migration to Self Service:
 - i. Vice Chancellor Seaberry reported that MyWeb will soon be migrated to Ellucian's Self-Service and with this migration; a working group will be set up as we move forward.
 - ii. Olga Morales-Anaya noted the challenges with students getting financial aid and commented that it would be helpful if the Financial Aid Department had easier access to a student's educational plan.
 - iii. The group discussed the roll out of the previous add-authorization process and agreed that, moving forward with new projects such as the Self-Service module, additional discussions between ITSS/CTSS and the Departments would better serve the implementation overall.
- b. Grades Distribution Dashboard:
 - i. Executive Director, Amber Machamer, provided a presentation of the Grades Distribution Dashboard.
 - ii. <https://bireports.sjeccd.edu/Reports/powerbi/IESS/GradeDistribution>
 - iii. Dr. Machamer noted that she and her team are happy to provide zoom tours of any of these dashboards.

9. Eastside Educational Partnership:

- a. Chancellor Breland thanked the group for their support and patience as we begin to review the opportunities of this potential project.
- b. Chancellor Breland highlighted that this partnership would greatly impact our students and strengthen our presence on the eastside.
- c. Chancellor Breland noted that he and his team are happy to meet with any group to address any concerns, rumors, ideas and questions about the project.
- d. Executive Director Ledesma reported that she and Chancellor Breland have met with EVC and SJCC Academic Senates, EVC Classified Senate, and plan to continue to meet with the various constituency groups. Additionally, the Board plans to hold a joint Board meeting with THFE in November.
- e. Executive Director, Rosalie Ledesma, provided the following statistics:
 - i. [San Jose Unified academic stats](#)
 - ii. [San Jose Unified college going rates](#)
- f. District Academic Senate President, Frank Espinoza, thanked the team and Chancellor for the efforts to get the word out on this project.

10. Creating an Anti-Racist Institution/Statewide DEI Taskforce:

- a. Chancellor Breland thanked all those that have participated in the various trainings and events with a focus on creating an anti-racist institution.
 - i. Associate Vice Chancellor Chaidez highlighted a few items the district is working on towards diversity, inclusion, and equity following the direction of the DEI Taskforce. Some of those things include hiring and recruitment and reviewing those current in-house procedures.
 - ii. President Tomaneng provided the following documents and outlined that the DEI Taskforce each State level Association is working on a detailed work plan for the implementation of the initial 68 recommendations.

- iii. President Toamneng noted that she will be creating opportunities to present throughout the colleges on this work and noted she would be happy to present to any interested group.
 - 1. [DEI Integration Plan](#)
 - 2. [DEI Taskforce Report](#)

11. Committee Reports:

- a. [Chancellor Breland reported that all of these reports have been provided in writing here.](#)
- b. District Budget Committee:
 - i. Vice Chancellor Escobar shared that the DBC just met prior to today's District Council meeting, and agreed to begin the process of convening the Resource Allocation workgroup. Further, Vice Chancellor Escobar highlighted the very good financial position the District is currently in and reminded the group that the Adopted Budget would be presented to the Board on October 13.

12. Self-Evaluation of District Committees:

- a. Chancellor Breland reminded the group that this work is tied to accreditation.
- b. Executive Director Machamer reviewed the process outlined last year where by each of the committees conduct a self-evaluation to review the major accomplishments and goals for the year.
 - i. [District Committee Evaluation Proposal](#)
 - ii. [Sample Template – Annual Report](#)
 - iii. Vice Chancellor Seaberry shared the [Technology Planning Committee report](#).
 - 1. Vice Chancellor Seaberry highlighted the links that lead to additional details related to accomplishments and goals and noted that there have been discussions around having technology committees at the college level as well as additional support for teaching and learning.
- c. Executive Director Machamer noted that we would hear reports from the District Budget Committee and the District Council at future meetings.

13. Other:

- a. Composition of screening committees:
 - i. SJCC Classified Senate President, Andrea Lopez, commented that the Classified Senates and CSEA have held multiple discussions around the appointment of Classified to screening committees. The groups have agreed to appoint one CSE and one Classified Senate member. The next step in the process was to bring this to the District Council.
 - ii. CSEA President, Joe Lugo, thanked Andrea Lopez for bringing this item forward and requested that a meeting with the Chancellor, CSEA and the Classified Senates take place.
 - iii. Associate Vice Chancellor Chaidez thanked both groups for the conversations that have taken place and asked for patience from the groups as she moves forward to review processes and ensure all groups are appropriately represented.
 - iv. [Reference: AP 7120 – Recruitment and Hiring](#)

14. Adjournment:

- a. The meeting adjourned at 5:10 p.m.