

SJECCD DISTRICT COUNCIL MEETING MINUTES

November 14, 2019

3:30—5:00 p.m.

San Jose City College, Rm. T-112

[SharePoint Site Link](#)

Member Attendees:

A. Herrera (MSCC)
Alex Lopez (SJCC Academic Senate President)
Andrea Lopez (SJCC Classified Senate)
A. Swinson (for EVC President)
B. Chaidez (Vice Chancellor Human Resources)
B. Lopez (EVC Classified Senate)
D. Hawkins (CSEA 363)
E. Ayala-Austin (MSCC)
E. Pratt (SJCC College Council)
F. Espinoza (EVC Academic Senate)
J. Covarrubias (District Academic Senate)
* J. Escobar (Interim Vice Chancellor Administrative Services)
J. Lugo (CSEA 363)
P. Fong (AFT 6157)
R. Montemayor (Acting, SJCC President)
S. Alvarez (CSEA 363)
S. Minjares (CSEA 363)
W. Watson (CEM)

*(chaired the meeting on Behalf of Chancellor Breland

Other Attendees:

A. Machamer
J. Pace
S. Brusseau
G. Castilla

Absent:

B. Breland (Chancellor)
B. Seaberry (Vice Chancellor)
D. Micetich (EVC College Council)
J. LeDee (Classified Senate)
P. Hu (AFT 6157)
R. Pratt (EVC Academic Senate)
R. Montemayor (Acting SJCC President)

1. Approval of the Agenda:

- a. M/S/P; Ayes – 18, Opposed – 0, Abstentions – 0, Absent – 7
 - i. Motion made by D. Hawkins; Seconded F. Espinoza. The agenda was approved as submitted.

2. Approval of the October 24, 2019, Meeting Minutes:

- a. M/S/P; Ayes – 18, Opposed – 0, Abstentions – 0, Absent – 7
- b. A. Herrera submitted an amendment to the October 24, 2019 meeting minutes regarding the Division Dean discussion, in that she stated that some departments, such as Nursing, do require discipline specific Division Deans.
- c. Motion made by F. Espinoza; Seconded D. Hawkins. The October 24, 2019 were approved as amended.

3. Introduction:

- a. VC Escobar reminded the Council of their role in serving on this committee as an advisory to the Chancellor, with responsibilities that include information dissemination and feedback gathering to ensure appropriate linages with the other planning processes within the district.

4. College Highlights:

a. EVC, Reported by VP Swinson:

i. Guided Pathways:

1. Workgroups continue to make progress in vetting the Career and Academic Pathways (CAPS) through the various constituency groups with a goal to complete before spring semester. Once the vetting process is completed, students will see only five different areas that they can then drill into for further career pathway detail.
2. EVC has soft launched MyPath. This program will guide students through the matriculation process and a career assessment.

ii. San Jose Promise:

1. Counselors have been reaching out to those students identified by early alert.
 - a. Conditions that may trigger early alert include, lack of attendance, tardiness, missing homework, etc.

iii. Strategic Planning:

1. EVC is currently working on priority #2 addressing basic needs by establishing food pantry partnerships. Additionally, EVC has partnered with Hunger at Home to provide at least one hot meal per student per week.

iv. AB 705:

1. English and Math basic skills courses have been reduced with a large improvement of transfer level.
2. VP Swinson noted that the addition of the support courses has made a big difference to the students success.

v. Vision for Success:

1. The team is working on developing strategies to implement the MyPath information via the EVC website.

b. SJCC, Reported by VP Pratt:

i. Guided Pathways:

1. SJCC workgroups have been meeting, and will hold another meeting to at Milpitas next week to work out the timeline and meta-majors.
2. VP Pratt and Guided Pathway Coordinators met with the steering committee to update the Scale of Adoption Assessment, due to the Chancellor's Office by March 1.
3. GP will be a primary area of focus for SJCC's upcoming PDD.

ii. San Jose Promise:

1. The group has been meeting to develop more effective cross-college integration.
 2. Metas/Summer Bridge program is moving forward. This program has an 87% pass rate.
 3. The team is working closely with Milpitas to launch a Milpitas Promise.
- iii. Strategic Planning:
1. SJCC will hold a second Strategic Planning meeting at Milpitas on Monday November 18.
 2. SJCC Academic Senate approved the Strategic Plan last week. This will go to the Board of Trustees in December.
 3. SJCC has created a Strategic Plan Action Group that maps out the annual priorities.
- iv. AB 705:
1. SJCC has significantly increased transfer level math and English courses, while decreasing basic skills courses.
 2. Early alert communication systems have been used as a method of communications to students. Additionally, calculators and textbooks are provided.
 3. SJCC is working with the Counseling Department to see how Counseling might be embedded in the courses.
 4. VP Pratt highlighted the Faculty's high level of concern regarding English students' low pass-rate.
 - a. VC Escobar thanked VP Pratt for her comment, as this is equally impactful, but not necessarily considered. VC Escobar noted he is interested in hearing more from the Faculty perspective.
 - b. VP Pratt noted that the Deans are now working more closely to create increased success.
 - c. A. Herrera noted that EVC is trying a variety of options for students and collecting data to see what might work better for the students (embedded tutoring, supplemented instruction, etc.).
 - d. E. Ayala-Austin noted a discussion held around this topic at the recent EOPS Conference in that perhaps curriculum needs to be revisited/redesigned.
 5. J. Covarrubias commented that we know what works and what impacts retention, the issue is that we have not scaled these programs up to impact additional students.

Later, VC Escobar highlighted the importance around ensuring information is getting out to everyone and recognized the comment from Prof. Covarrubias, to utilize the frameworks that already exist in an effort to scale up or expand other programs. For example the Metas First Year Experience (FYE) is an excellent model that includes a framework and details needed for the Title V grant.

- a.
- b. F. Espinoza asked if the SJCC Summer Bridge is under the Metas umbrella?
 - i. VP Pratt clarified that it was that way and now it is being expanded to integrate other programs like San Jose Promise, etc.

- c. Alex Lopez clarified that the Metas grant ended. SJCC is now in the process of institutionalizing the program.
- d. A. Machamer highlighted the statistics around those students that are started at transfer level are more likely to succeed than those that started at one level below, as this impedes their ability to achieve.
- v. Vision for Success:
 - 1. The annual update will take place in spring. SJCC's PIE group is continually monitoring with a report out to College Council.
 - 2. VP Pratt highlighted that SJCC is working towards creating pathways focused on equity.
 - 3. The Men of Color taskforce continues to meet and mentor students.
 - 4. VP Pratt noted that the State Chancellor's Office recently released a memo regarding improving integration with the SSSP Equity and Basic Skills program. SJCC has a taskforce working on that integration alongside keeping in-line with equity.

c. District:

- i. A. Machamer highlighted a report:
 - 1. [Getting There, Campaign for College Opportunity](#)
- ii. A. Machamer noted she was asked to replicate that methodology. The District would be reaching out to the campus researchers for information shortly. A report would be presented to the Cabinet in December.
- iii. VC Escobar recognized the great efforts and progress of the Colleges and District in different areas reported and asked the Council to recommend ways and methods to capture progress, data, metrics so we can disseminate all the accomplishments mentioned earlier in the highlight .
 - 1. VP Pratt suggested continuous group discussion between the colleges to communicate around those ideas that are working and not working. Additionally, SJCC has a newsletter "The Roar" that is sent out regularly highlighting this information.
 - 2. VP Swinson reported that EVC has a newsletter sent out regularly highlighting this information.

5. Accreditation Update:

a. EVC:

- i. VP Swinson reported that Jackie Honda and Josh Russell have been coordinating the group meetings since the beginning of the semester.
- ii. EVC has met with VP Gohar Momjian from ACCJC.
- iii. EVC is on track with the write up.

b. SJCC:

- i. VP Pratt reported that the team is working on the midterm report and held a meeting with VP Gohar Momjian.
- ii. VP Momjian recommended the team attend the accreditation institute at the conference in February. SJCC will be sending a team to that conference.

c. District:

- i. A. Machamer reported that the District recently met with VP Gohar Momjian and will be combining the recommendations that the District is responsible for which includes planning and the financial model.
- ii. A. Machamer reported that ACCJC has changed their process that will be new to SJECCD. The process in general is much simpler.

- iii. VC Escobar reported that the District is also working on its own program review in an effort to maintain fair and equitable processes.
- iv. VC Escobar highlighted standard III that reads: "...for accrediting multi-college systems, the responsibilities around resource allocation and planning rest with the district system. In such cases, the district is responsible for meeting this standard and as an evaluation of its performance is a reflection of the colleges."
 - 1. VC Escobar further noted that the District is taking direct ownership to ensure the District's level of accountability is highlighted and to ensure collaboration and consistency with the colleges in terms of resources, fiscal and technology.

6. Human Resource Update:

- a. AVC Chaidez highlighted the responsibilities of the EEO Advisory Committee:
 - i. Implementation of the EEO Plan as well as putting the plan into action on a regular basis.
 - ii. Integration of cultural proficiency and the review our current practices in alignment with diversity and equity.
- b. AVC Chaidez reviewed the current list of individuals on the Committee and noted the importance of filling any vacancies.
 - i. Faculty (3)
 - 1. Missing an AFT Representation
 - ii. CSEA (3)
 - 1. Missing a District Representative
 - iii. MSCC (4)
 - iv. Students (2)
- c. AVC Chaidez noted that she would be reaching out to the constituency groups to promote regular attendance and to fill the vacancies.
- d. AVC Chaidez highlighted one area of interest to the Committee of "Growing Our Own" and exploring ways to bring our own students back after graduation to seek employment or internships.
- e. Andrea Lopez made a request to add one Classified Senate Representative from each campus to the membership list.
 - i. AVC Chaidez acknowledged the request and noted that the Committee would need to make an edit to their charge.

7. Board Policy & Administrative Procedures:

- a. VC Escobar thanked Joy Pace for her great work on helping to keep the Policy and Procedure work continuously moving.
- b. VC Escobar asked that this Council assist in keeping this project moving and reminded the Council that this information comes to you as representatives of each group with the expectation that it will be distributed and then returned to the Council with broader feedback.
- c. J. Pace provided the [List of BP/APs Still Under Review](#), and requested that the Council provide special attention to packet C, F, and G, as these are past their third reading.
- d. J. Pace reported that the Board of Trustees completed their cyclical review of Chapter 1 and Chapter 2 at their November 12, 2019 Board meeting.
- e. J. Pace reminded the Council that the 2019-20 Fiscal year cyclical review includes Chapters 1, 2, and 3 with a goal to review these chapters during this fiscal year with a report out in September 2020 to the District Council.
- f. J. Pace provided [Packet A that includes legal updates](#) as provided by the Community College League of California.

- g. J. Pace called attention to AP 3570 Non-Smoking Procedure and highlighted the importance of finalizing this procedure.
 - i. VP Swinson noted that the law has changed as the State Chancellors Office last year designating all 114 colleges as a smoke free campus.
 - ii. VC Escobar highlighted that the teams responsible for reviewing these policies need to be proactive in completing these tasks.
- h. VC Escobar and J. Pace asked if the Council for any BP/APs, of the Under Review list provided, are ready to be presented for approval by the Council today.
 - i. J. Covarrubias reported that many of the policies on this list were reviewed by the Policy Committee, however those that were approved still need to be approved by the Senates.
 - ii. J. Pace asked that once those Senates approve those pending items, please have the Senate Leadership inform J. Pace of those approvals.
- i. VC Escobar highlighted that some of these items were distributed back in 2018 and that we are behind in three areas as per indicated in the distributed handouts.
 - i. VC Escobar noted a high level of concern is that there may be some legal required updates that are not approved/published.
- j. AVC Chaidez provided the [Chapter 7 recommendations](#) and highlighted that some of this packet includes entirely new BP/APs that we remain liable.
- k. AVC Chaidez further noted the high level of importance and concern around not having these BP/APs in place as these relate to accommodation, nepotism, resignation, etc.
- l. VC Escobar reminded the Council that the District is at their service and offered that Joy can be reached at x6452 for assistance with BP/AP questions
- m. Andrea Lopez asked for clarification around the yellow highlighted portion of the packets.
 - i. J. Pace clarified that this is reference information.
- n. VC Escobar reminded the group that Fiscal Services has been in the process of reviewing chapter 6 and pulling the detailed operating tasks out of the procedures and creating standard operating procedures.

8. Feedback on Operational Taskforce:

- a. VC Escobar reported that Chancellor Breland has agreed to set aside \$50k in support of student committee participation, using the RAM Operational Taskforce as a pilot program for having student's compensated for their involvement. VC Alex Lopez recommended VC Escobar reach out to the ASG Presidents for names.
- b. VC Escobar provided an update to the [Operational Taskforce document](#) provided at the last council meeting.
- c. VC Escobar reported he was recently able to attend and present this document to the SJCC Academic Senate, and would be happy to provide the same to EVC Academic Senate.
- d. VC Escobar discussed the flow of information and decisions
- e. VC Escobar noted that based on feedback that there were too many administrators listed, three Administrators were pulled out of the voting process, and are now recognized as Coordination Leaders of the working groups – a critical role
- f. D. Hawkins clarified that per ed. code equal representation would be given to the Classified Senate and CSEA.
- g. P. Fong asked if an AFT member would be added, and if not, why?
 - i. VC Escobar clarified that this membership list represents the constituency groups, not the negotiation groups.
- h. E. Ayala-Austin asked if MSCC would have an appointment.
 - i. VC Escobar clarified that as MSCC was represented in the campus VP's of Admin Services as well as the District Executive Director of Fiscal Services, however this

doubled the MSCC representation. Therefore, the District thought to pull out those positions to make them leaders of the working groups.

- i. A. Herrera suggested categorizing as MSCC.
 - j. J. Lugo commented that the CSEA Leadership discussed the CSEA item with the Chancellor.
 - k. S. Minjares noted concern regarding the imbalance of only having one student representative and suggested an adjustment to include two students.
 - l. Alex Lopez clarified that those students currently receiving payment for serving on committees are paid out of ASG funds.
 - m. After discussion, VC Escobar reiterated decisions made of:
 - i. Faculty (3)
 - ii. Administrators (4)
 - 1. Includes the Chancellor (non-voting unless a tie)
 - a. Alex Lopez voiced concern regarding the Chancellor having a vote in a tie, as well as at the next level; Is this equitable?
 - i. VC Escobar noted that the Chancellor volunteered to be vulnerable in that he will not have a vote unless a tie.
 - iii. Classified Professionals (2)
 - iv. CSEA (2)
 - v. Students (2)
 - vi. Ex-Officio Non-Voting Administrators (3)
 - vii. Twelve voting members on the Taskforce.
 - n. Next Steps:
 - i. VC Escobar reminded the Council that it is now, November and that given all the work and dependencies to craft tentative budgets or plan for loading new budgets in the system, we will need the work of the Operational Taskforce completed by April 2020; Fiscal Services cannot otherwise guarantee the ability to implement the new resource allocation model into the 20-2021 budget year or complete the formal budget planning process
 - ii. VC Escobar requested that the Council take this document back to their various groups and bring feedback to the December District Council meeting, with a goal to present this document to the Board in January.
 - iii. VC Escobar described page two and page three of the document in that these serve as examples of the working group tasks and implementation timeline.
 - iv. VP Pratt noted the importance of documenting this process for accreditation.
 - 1. VC Escobar agreed and highlighted of equal importance that the process be well documented to accurately inform future discussions.
 - v. F. Espinoza requested that this document be sent out to the District Council electronically. VC Escobar agreed to send the modified charts immediately.
- 9. Committee Reports:**
- a. **District Budget Committee:**
 - i. VC Escobar reported that the District presented to the Board the Q1 fiscal report during their November 12, 2019 Board meeting. We are in a great position and fiscally solvent. VC Escobar highlighted the need to be proactive in this good time by discussing faculty, instruction, completion, vision for success, guided pathways, innovation funds, etc.
 - ii. VC Escobar mentioned that in terms of innovation funds; the District Office has not agreed to issue any dollar amounts to the colleges for innovation funding. The topic was discussed at Cabinet without a defined dollar amount or rubric has not been designed.

- iii. VC Escobar reported that in his discussion with the Chancellor we would like to review innovation ideas from the campuses and will match the college dollar amount associated with approved innovation projects. There was additional dialogue around agreements that were made as part of the Resource Allocation Model flowchart which included more significant funds for innovation. VC Escobar offered to organize a separate meeting with the Chancellor and Academic Senates so he can receive clarification and direction and will maintain any agreements and the word of the Chancellor.
 - 1. VP Pratt asked for clarification around the “matching”.
 - a. VC Escobar commented that if the Colleges have plans to innovate, that until RAM is implemented, the first source should be internal and then DO will match. the internal funds can come from a couple of different resources for example undistributed or from
 - i. College Facility Rental Programs Or other tactics.
 - b. VC Escobar noted in an effort in fairness, there may be ways that have not yet been explored as to how innovation and programs can be started At each location.
 - 2. F. Espinoza commented on the differing information between what has been stated by the campus and the district in terms of carry-over funding versus earmarked funds.
 - a. F. Espinoza proposed that as VC of Finance, VC Escobar call a meeting with the VPs of Admin Services, Presidents, and Chancellor to clarify the information and promote transparency.
 - b. VC Escobar publicly apologized to F. Espinoza as he may have said something in a previous meeting regarding carry-over funds that should have been presented in a different way.
 - c. F. Espinoza clarified that we have an opportunity to create trust and transparency.
 - d. D. Hawkins noted that historically, the District Budget Committee was created to serve those areas of transparency and ensuring buckets of funds were not being kept, limiting the amount of carry over allowed.
 - e. Andrea Lopez asked for clarification around roll-over/unspent funds in terms of the cost savings from vacancy funds as this can create animosity between the college and the district.
 - i. VC Escobar reminded the Council that any carry-over funds being discussed are discretionary funds. Any vacancy savings are accounted as part of the discount factor that is calculated into the ending fund balance. Thus, all of the vacancy position savings goes into the general fund, which sources COLA, etc.
 - ii. J. Covarrubias suggested that discussions take place with the Campus Vice Presidents of Admin Services.
 - 3. S. Minjares requested, for clarity, that VC Escobar provide a report of those specific items that we should be reporting to our constituency groups. For example, restrictions, clear definition of innovation and what falls under that category, etc.
 - a. VC Escobar stated he would work with Chancellor Breland on this structure.

b. Institutional Effectiveness Committee:

- i. A. Machamer reported that the committee would reconvene in the spring, as there was not sufficient shared governance representation.
- ii. A. Machamer noted that she takes shared governance very seriously and did not want to move forward without proper representation.
- iii. A. Machamer reported two areas of focus would include:
 1. Data governance and survey management prioritization.
 2. Delineations of functions map update

c. College Councils:

- i. SJCC:
 1. VP Pratt reported that SJCC's College Council will meet on November 15th with the committees presenting their committee charges and 19-2020 goals as well as the strategic planning goals.
- ii. EVC:
 1. No report

10. Other Items:

a. Surplus Land:

- i. VC Escobar indicated that board agendas include a section that highlight a litigation item and wanted the Council to be informed, as the primary advisory committee, that this is taking place.
- ii. VC Escobar reminded the Council that if there are any questions from the press or others on this matter to direct any questions to the Chancellors Office or your Public Information Officer.

11. Adjournment:

- a. The meeting adjourned at 5:09 p.m.