



SJECDD DISTRICT COUNCIL MEETING MINUTES

March 26, 2020

Location: Zoom

[SharePoint Site Link](#)

Member Attendees:

A. Herrera (MSCC), Alex Lopez (SJCC Academic Senate President), Andrea Lopez (SJCC Classified Senate), B. Breland (Chancellor), B. Chaidez (Vice Chancellor Human Resources), B. Pratt (SJCC College Council), B. Seaberry (Vice Chancellor), D. Hawkins (CSEA 363), D. Micetich (EVC College Council), D. Noldon (EVC President), E. Ayala-Austin (MSCC), F. Espinoza (EVC Academic Senate), J. Covarrubias (District Academic Senate), J. Luis Pacheco (CSEA 363), J. Escobar (Interim Vice Chancellor Administrative Services) J. LeDee (Classified Senate), J. Lugo (CSEA 363), P. Fong (AFT 6157), P. Hu (AFT 6157), R. Pratt (EVC Academic Senate), R. Tomaneng (SJCC President), S. Alvarez (CSEA 363), S. Minjares (CSEA 363)

Other Attendees:

G. Castilla, J. Lui, J. Pace, R. Brown, S. Brusseau, A. Machamer

Absent:

B. Lopez (EVC Classified Senate), W. Watson (CEM)

1. Approval of the Agenda:

- a. M/S/P; Ayes – 23, Opposed – 0, Abstentions – 0, Absent – 2
 - i. Motion made by P. Hu; Seconded J.L. Pacheco to approve the agenda as amended to add a presentation of the Qualtrics Presentation under Other.

2. Approval of the February 27, 2020, Meeting Minutes:

- a. M/S/P; Ayes – 21, Opposed – 0, Abstentions – 2, Absent – 2
 - i. Motion made by Paul Fong; Seconded J. Covarrubias

3. COVID-19 Update:

- a. Chancellor Breland thanked everyone for their flexibility during this uncertain time and noted that the District is continuing to do whatever it can for our students, staff and faculty with the help of the recently initiated Emergency Operations Team. The team currently meets daily to solve issues around communication, safety, remote transition, etc.
 - i. Communications Report:
 1. Ryan Brown reported that the communications team is continuing to send out updates to students, staff and faculty as well as create a virtual campus where students and employees can go for resources to succeed.
 2. Chancellor Breland will be coming out with a Chancellor's Series beginning in the next couple of weeks.
 - ii. Police Services:
 1. Chief Morales reported that all LiveScans stopped as of March 12 due to the close proximity of individuals.
 2. March 16th all Police Staff were provided with appropriate PPE and the Department went to a Holiday Schedule limiting the number of hours staff is on-site and exposed to others.
 3. Reports are now taken over the phone and PPE is worn if person-to-person reports must be taken.

4. Chief Morales thanked HR and the CSEA team for working to allow Police Services to use Atlas Security for nightshift patrols to take place.
- iii. Fiscal/Facilities/Bond:
 1. Payroll will take place as scheduled and those employees that do not have direct deposit would be communicated with to pick up their physical check from the police department.
 2. The Board's Declaration of Emergency that took place at their emergency Board meeting on March 15 will assist in recouping some of the funding used during this crisis.
 3. Thank you to the fiscal teams at the district and campuses for working to setup accounts for quick ordering and disbursements of needed supplies.
- iv. Technology:
 1. ITSS and CTSS have been working hard to get computers ready for people to use at home with VPN and MyTel access.
 2. ITSS is working with the colleges to order additional computers and equipment.
 3. ITSS is looking at developing cloud based computer workstations that can be accessed via a home computer.
- v. Human Resources:
 1. HR has been working in collaboration with union leadership on MOUs, to memorialize the District's response to the coronavirus pandemic. CSEA and the District reached agreement yesterday.
 2. In support of employee emotional well-being, HR has shared information on Employment Assistance Program (EAP) services.
 3. HR will be sending out weekly newsletters on topics that are of important to the work force.
 4. HR will be flexible with the onboarding process and advise managers on this process.
 5. HR will provide training on how to engage in the Zoom interview process.
 6. HR will continue to monitor emails and voice mails on a frequent basis and conduct business as usual.
- vi. Instruction and Educational Services:
 1. Reviewing refund, withdrawal, title IV requirements, schedules.
 2. Coordinating on-going student communications, we want to ensure our students that we are here for them.
 3. Reviewing external resources such as OEI, CA Virtual Campus, Online Ed. Initiatives, etc.
 4. Financial Aid – We are currently awaiting the Federal Legislation Relief package to see if/how this item is addressed and will provide guidance from there.

4. College Highlights:

- a. SJCC - President Tomaneng:
 - i. San Jose Promise: SJCC has about 300 incoming Promise students. If this situation is extended, we are exploring alternative virtual services including orientations and Summer Bridge.
 - ii. Guided Pathways: SJCC's core planning group continues to meet. A CANVAS shell has been created as a place to share information.

- iii. Strategic Plan: SJCC is moving forward to develop an addendum to the EMP, which will inform the FMP.
 - b. EVC Acting President, Noldon:
 - i. San Jose Promise: EVC has about 300 incoming Promise students. EVC is working towards providing services online should this situation continue.
 - ii. Guided Pathways: EVC continues to work on Meta-majors and how this would be presented to the students.
 - iii. Strategic Plan: EVC is in the process of revising information in terms of shared governance and integrated planning and plans to update the current plans (EMP, FMP).
- 5. Accreditation Update:**
- a. Chancellor Breland thanked the teams for continuing their work on the draft reports.
 - b. President Noldon reported that EVC is on schedule with getting final additions to the document and submitted it through the shared governance process.
 - c. Vice President Beth Pratt reported that SJCC has submitted a draft of their midterm report and feels strong about their progress. Additionally, the time to extend the annual report has been extended by ACCJC from April 3 to May 3.
 - d. Vice President Beth Pratt added that ACCJC has requested we provide our blanket distance ed. addendum.
- 6. Board Policy & Administrative Procedures:**
- a. Joy Pace reported that the Policy Committee meeting scheduled on March 13 needed to be rescheduled.
 - b. CCLC has cancelled the Trustee Conference & Policy and Procedure Update. CCLC will provide updates, but we do not have a timeline.
 - c. Joy Pace asked that the Academic Senates continue in their work to review those policies and procedures previously provided.
- 7. Committee Reports:**
- a. District Budget Committee:
 - i. Vice Chancellor Escobar Reported that the Third Quarter timeline is on time.
 - ii. The District received great feedback from the Board at their February Board meeting around the Budget Principle Update. Those principles will be cycling through the participatory governance procedure.
 - b. District Technology Planning Committee:
 - i. Vice Chancellor Seaberry reported that the Committee met and reviewed updates to initiatives and the status of working remotely. The student on the committee conveyed that overall, the communication from the district has been great and things are going well.
 - c. Institutional Effectiveness Committee:
 - i. E. D. Amber Machamer and the College Research teams reported that the response to the student survey had a very high open rate with an overall satisfied representation of why courses had to move online. Some students expressed concern around it being their first online course, having access to faculty, and having sufficient time to learn the online environment and complete assignments on time.
 - ii. Andrea Lopez requested that these surveys also be shared with CSEA and the Classified Senates.
 - iii. District Academic Senate President, Jesus Covarrubias, noted that he has encouraged extreme flexibility to his colleagues during this time in an effort to ease students anxieties.
 - d. College Councils:

- i. President Tomaneng reported that SJCC held its first meeting via zoom where much of the time focused on how the constituency groups and students were doing with this new transition.
 - ii. President Noldon noted that the first remote meeting is currently being scheduled.
 - 8. Other:
 - a. Qualtrics Tool:
 - i. Vice Chancellor Seaberry provided a demonstration of the Qualtrics tool and how this may be used for election purposes.
 - ii. Classified Senate President, Andrea Lopez, asked if the system could be customized to add a brief description of the person's background/interest in running alongside the name.
 - 1. Vice Chancellor Seaberry and E.D. Machamer noted customizations are an option and this could be done.
 - iii. District Academic Senate President, Jesus Covarrubias noted that the elections would need to be able to take place on separate dates.
 - 1. E.D. Machamer noted yes, this can be done.
 - iv. AFT 6157 President, Paul Fong noted that he would need to check with the National Labor Relations Board to see if this type of voting would be allowed.
 - v. Classified Senate, Sarai Minjares reported that the Classified Senate recently used this form of voting and found it very easy to use.
 - vi. Academic Senate President, Randy Pratt noted that the program looks very applicable, and would present it at the next Academic Senate meeting.
 - vii. Academic Senate President, Alex Lopez, noted that this tool would be great, however SJCC's elections are held in April and, per Bylaws, do not allow online elections. Mr. Lopez further requested that VC Seaberry and/or E.D. Machamer provide a presentation of this tool at their next meeting so the Senators can see what is offered and possibly revise some of these bylaws.
 - b. Work/Learn Remote Timeline:
 - i. Andrea Lopez reminded the Committee that Unified School Districts have planned to be closed through May 1 and asked where the District stands on this.
 - 1. Chancellor Breland noted that the EOC is already discussing this and reviewing options. Likely, we will continue in the remote-work environment through the end of the spring semester.
 - 2. Further, the EOC has been exploring options and has made the decision to move commencement to an online format.
 - 3. No determination has been made for summer session at this time.
- 9. Adjournment:
 - a. R. Pratt motioned to adjourn the meeting.
 - b. The meeting adjourned at 5:09 p.m.