



SJECDD DISTRICT COUNCIL MEETING MINUTES

May 14, 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. Lopez (EVC Classified Senate), B. Pratt (SJCC College Council), B. Seaberry (Vice Chancellor), D. Hawkins (CSEA 363), D. Micetich (EVC College Council), D. Noldon (Acting EVC President), E. Ayala-Austin (MSCC), F. Espinoza (EVC Academic Senate), J. Covarrubias (District Academic Senate), J. Luis Pacheco (CSEA 363), J. Escobar (Vice Chancellor Administrative Services) 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:

J. Pace, R. Brown, S. Brusseau, T. DeGray, D. Garza, A. Duran, R. Ledesma, A. Machamer, T. Morales,

Absent:

J. LeDee (Classified Senate)

W. Watson (CEM)

EVC Student Government Representative (Vacant)

SJCC Student Government Representative (Vacant)

SJCC Academic Senate Member (Vacant)

1. Approval of the Agenda:

a. M/S/P; Ayes – 23, Opposed – 0, Abstentions – 0, Absent – 5

i. Motion made by D. Hawkins; Seconded J. Lugo to approve the agenda as submitted.

2. Approval of the April 23, 2020, Meeting Minutes:

a. M/S/P; Ayes 22 – , Opposed – 0, Abstentions – 1, Absent 5

i. Motion made by R. Pratt; Seconded Andrea Lopez to approve the April 23, 2020 meeting minutes as submitted.

3. COVID-19 Update:

i. Chancellor's Comments:

1. Chancellor Breland thanked everyone for all of their efforts to assist our students during the COVID pandemic. Now is the time we will begin to shift out of crisis mode and into strategic planning mode as we begin to maximize operations and prepare for full remote operations this fall.

2. Chancellor Breland announced that the District EOC would soon make a request for members of the Constituency Groups join the District Emergency Operations meeting each Thursday morning at 10:00 a.m.

ii. Communications Report:

1. District:

a. Ryan Brown reported that the Communications Sub-EOC Group meets multiple times per week to continue the communication discussions. Discussions continue to include plans for

prospective students going forward as well as communications to existing students regarding resources available.

2. SJCC:
 - a. Daniel Garza reported that the college continues to send out email and text messaging campaigns. The latest open rate is at approximately 70%, which is much higher than usual.
 - b. Daniel Garza reported that SJCC recently implemented a website BOT to assist in answering those frequently asked questions.
 3. EVC:
 - a. Acting President Noldon reported that EVC has done many internal communications including two student town hall meetings, in addition to other messaging to those students that have applied but not enrolled.
 4. Community:
 - a. Rosalie Ledesma reported that both the Chancellor's Series and the San Jose Together campaign are continuing.
 - b. Rosalie Ledesma further reported that Chancellor Breland would have a brief opportunity this Monday to get our message out on local television networks.
- iii. Administrative Services:
1. Fiscal:
 - a. VC Escobar reported that the team continues to work very hard to ensure payroll is on time, emergency and financial aid funds are distributed in a timely manner, invoices are paid, all while keeping up with the multiple different requirements that continue to come in from the State, the County, and Federal Government. The team continues to prepare to be online through the fall as well as the possibility of a shift back to in-person operations.
 2. Facilities/Bond:
 - a. Facilities:
 - i. AVC DeGray reported that the EOC Custodial, Grounds, and Operations Sub-group meets each Thursday where the group discusses various operational ideas and reports to the District EOC.
 - ii. AVC DeGray reported that he held a COVID specific training via zoom for the Classified Professionals. This recording is available for those that were unable to attend the live training.
 - iii. AVC DeGray reported that SJECD helped to coordinate the Northern California Facilities Director's group in an effort to share ideas and resources during this time.
 - b. Bond:
 - i. AVC DeGray reported that most projects have remained on schedule and even some processes (paper processes) have been improved throughout this event.
 - ii. AVC DeGray noted that the latest order from the County of Santa Clara allows construction projects to resume as long as they comply with Appendix B of that order.
 3. Safety and Security:

- a. Chief Morales reported that his staff has continued to come into the office throughout the pandemic with some process changes made to ensure their safety. Some of those changes included all reports be taken over the phone only, as well as shift staggering in order to comply with the social distancing guidelines.
- b. Chief Morales reported that the District was able to enter into an agreement with a third party security agency for nighttime coverage which has been a great help in keeping the campuses safe.
- c. Chief Morales reported that he has purchased staff masks and disposable pocket thermometers for distribution upon the return to in-person work.
- d. Chief Morales reported that he has been working with AVC DeGray to create plans and mock-stations to provide managers and supervisors an understanding of the products that could be implemented in high traffic areas.
- e. CSEA President, Joe Lugo, reminded the group of the check-in/check-out process when visiting the campuses. There have been issues with doors being left open and unlocked.

iv. Technology:

1. Work from Home Survey:

- a. Amber Machamer reported that overall results received have been positive on the Work from Home Survey conducted over the last month with representation from Faculty, Adjunct, Classified, and Administrators. A dashboard will be built that includes this data and shared for review.
- b. Amber Machamer reported that drops have not materialized as originally expected. Her team will continue to monitor these areas.
- c. Dr. Machamer recommended future survey planning be discussed as a centralized project.

v. Instruction and Educational Services:

1. SJCC:

- a. President Tomaneng reported that the SJCC Emergency Response Teams have been activated. Academic Senate members and Classified Senate members have been invited to join these teams.
- b. President Tomaneng reported, in terms of enrollment, SJCC plans to use the student survey and student program data to best tailor in-reach and outreach methods throughout the remainder of the summer and fall.

2. EVC:

- a. Acting President Noldon reported that the Emergency Response Teams have been activated that include members from both the Classified and Academic Senates.
- b. Acting President Noldon reported that EVC is coordinating employee technology pickups next week.
- c. Acting President Noldon reported that approximately \$900k in Cares dollars have been distributed to students, in addition to

other funds distributed to DACA students through various grant funds.

4. College Highlights:

- a. SJCC - President Tomaneng:
 - i. Guided Pathways:
 - 1. Continue to work on the distance education blanket addendum.
 - 2. Planning a Guided Pathways review session in coordination with regional planner Kathryn Bergman.
 - ii. San Jose Promise:
 - 1. Counselors and program specialists have been providing high-touch contact with students to ensure awareness of resources offered via SASS, Technology, Counseling, application for emergency funds processes, etc.
 - 2. SJCC has been actively enrolling new SJ Promise students for summer and fall.
 - 3. SJCC will be able to onboard up to 200 new Promise students, and continues to hold virtual orientations.
 - iii. Strategic Planning:
 - 1. Making progress on the EMP and FMP to ensure alignment with current capital projects. These are approaching their second readings with campus governance groups this week.
 - 2. SJCC will hold a Governance Retreat in June to review and dialogue on the mission and enrollment management areas.
 - iv. AB 705 Update:
 - 1. Faculty and Administrators continue to work on AB 705 specifically with the online summer bridge program for transfer level students.
 - 2. Designed new math and reading transfer courses that align with Guided Pathways.
 - 3. Currently in discussion with MUSD to develop a summer boot camp program.
- b. EVC Acting President, Noldon:
 - i. Guided Pathways:
 - 1. Mapping will continue over the summer.
 - 2. Seven-hundred thirty-four early admissions applications completed.
 - 3. Four-hundred fifty-seven student orientations have been completed, of which 250 students have registered.
 - 4. Eight-hundred thirty classes approved for dual enrollment.
 - 5. EVC will have tri-chairs of the GP Group to assist in moving the planning process forward.
 - ii. San Jose Promise:
 - 1. Sixty-six Promise students will graduate this spring.
 - iii. Strategic Planning:
 - 1. EVC is working towards updating marketing and website resources.
 - iv. AB 705 Update:
 - 1. EVC is participating in early alert for English students. Approximately 130 alerts were issued in fall and spring.
 - 2. One-on-one labs for English and ESL have been added for those struggling students and continue to upgrade support module classes.
- c. District:
 - i. Dr. Machamer reminded the group that Chancellor Breland requested the Office of Institutional Effectiveness to pull data together to better understand what is

happening to our students in a pre and post COVID environment. Dr. Machamer noted that she and her team would be reaching out to campuses.

5. Accreditation Update:

- a. President Noldon reported that the draft report is moving through the various councils and senates at the college and are running on time.
- b. President Tomaneng reported that SJCC is on schedule for approval through the college governance groups. The draft is currently posted on the SJCC website for additional community feedback. President Tomaneng added that SJCC would also be preparing to submit a substantive change report to ACCJC on the Distance Education Programs.

6. Board Policy & Administrative Procedures:

- a. [Link to BP & AP Documents](#)
- b. Joy Pace provided packets related to the League's BP & AP Spring Updates.
- c. Joy Pace noted that AP 7348, Accommodations, is included in the packet, which was moved from Institutional Effectiveness to Human Resources. Ms. Pace clarified that she would be working with the HR department prior to submitting to the District Council for review.
- d. VC Escobar thanked Joy Pace for her work and commented on the great value that the CCLC adds as the multitude of changes continue to come in from the State during this time.

7. Human Resources:

- a. AVC Chaidez reported that Human Resources continues to provide support to those hiring in the remote environment including how to facilitate the hiring process.
- b. AVC Chaidez reported that Human Resources would be sending out an ergonomic assessment for employees to complete.
- c. AVC Chaidez reported that the Board ratified agreements with both CSEA and AFT at their last meeting, retroactive through July 2019. AVC Chaidez thanked all of the Administrators and negotiating teams for their work.
- d. AVC Chaidez reminded the group that next week is Classified Appreciation Week. An email would be circulated shortly detailing those events.

8. ITIE – Latest Developments:

- a. VC Seaberry reported that ITIE is working to launch AppStream from Amazon Web Services, which will allow the District to place specific programs in the cloud allowing students to login to those programs via a web browser, rather than installing it to their desktop computer.
- b. VC Seaberry and Dr. Machamer provided an overview of the [self-evaluation survey results](#).

9. Committee Reports:

- a. District Budget Committee:
 - i. VC Escobar reminded the group of the presentation provided to the Board at their May meeting. [This presentation is located here.](#)
 - ii. VC Escobar reported that the DBC reviewed the Tentative Budget today with a plan to present it to the Board in June. Further, VC Escobar noted that the State has provided an opportunity to extend the adopted budget deadlines if districts would like. However, at this time the SJECCD will plan to keep to the original submittal timeline.
 - iii. VC Escobar highlighted that the Governor's May Revise would most likely greatly affect categorical funds, which makes up approximately ¼ of the fund 10.
 - iv. Chancellor Breland noted that the District would be providing several budget information meetings as it relates to any budget reductions that may affect the colleges and district as it relates to Categoricals.

- b. District Technology Planning Committee:
 - i. VC Seaberry reported that the Committee was able to retire six initiatives that were completed and bring on six new initiatives. Three of these new initiatives consist of remote working and remote learning.
- c. Institutional Effectiveness Committee:
 - i. No report.
- d. College Councils:
 - i. EVC – Acting President Noldon:
 - 1. The Council took action on the Budget Committee allocation and innovation fund model.
 - 2. Thirteen program reviews were approved.
 - ii. SJCC – President Tomaneng:
 - 1. The Council has been very busy with reviewing the midterm ACCJC report as well as the EMP and FMP Plans, as well as finance committee recommendations.
- e. Join the Conversation:
 - i. Chancellor Breland reminded the Council of last month’s visitors from the Lew Edwards Group as the District moves forward with testing the community as to its readiness to approve a new bond measure and parcel tax.
 - ii. Chancellor Breland reported that the District would continue to assess the community in June with a focus on the importance of community colleges in the recovery of the post-COVID environment, with the Board making a decision in June or July.

10. Future District Council Meeting Schedule:

- a. Sherri Brusseau provided the draft 2020/21 District Council Schedule. Calendar requests would be sent out following this meeting.

11. Adjournment:

- a. Chancellor Breland thanked the Council for their work and highlighted the importance of continuing great services to our students, especially as we continue in this environment.
- b. The meeting adjourned at 5:10 p.m.