



## **SJECDD DISTRICT COUNCIL MEETING MINUTES**

September 26, 2019

3:30—5:00 p.m.

District Office, First Floor Conference Room

### **Member Attendees:**

A. Herrera (MSCC)  
Alex Lopez (SJCC Academic Senate President)  
Andrea Lopez (Classified Senate)  
B. Breland (Chancellor)  
B. Pratt (SJCC College Council Representative)  
B. Seaberry (Vice Chancellor)  
D. Hawkins (CSEA 363)  
F. Espinoza (EVC Academic Senate Member)  
J. Covarrubias (District Academic Senate)  
J. Escobar (Interim Vice Chancellor District Admin Services)  
J. LeDee (Classified Senate)  
J. Lugo (CSEA 363)  
R. Montemayor (Acting, SJCC President)  
R. Pratt (EVC Academic Senate)  
S. Alvarez (CSEA 363)  
W. Watson (CEM)

### **Other Attendees:**

A. Machamer  
J. Pace  
R. Brown  
S. Brusseau

### **Absent:**

B. Chaidez (Vice Chancellor)  
D. Micetich (EVC College Council)  
E. Ayala-Austin (MSCC)  
P. Fong (AFT 6157)  
S. Minjares (CSEA 363)

#### **1. Approval of the Agenda:**

- a. M/S/P; Ayes – 16, Opposed – 0, Abstentions – 0, Absent – 10
  - i. Motion made by F. Espinoza; Seconded D. Hawkins. The agenda was approved as submitted.

#### **2. Approval of the May 16, 2019, Meeting Minutes:**

- a. M/S/P; Ayes – 16, Opposed – 0, Abstentions – 0, Absent – 10

- b. Motion made by F. Espinoza; Seconded E. Narveson. [The 05/16/2019 meeting minutes](#) were approved as submitted.

### 3. College Highlights:

#### a. Guided Pathways:

- i. **SJCC:** R. Montemayor reported that SJCC is on track with summer meetings having been held in June with workgroups focusing on outreach assessment, mapping and communications. Additionally, a group will go to the Counselor Guided Pathway conference.
- ii. **EVC:** B. Breland reported that EVC is placing a large emphasis on meta-majors.

#### b. San Jose Promise:

- i. **SJCC:** R. Montemayor reported that SJCC is moving alongside EVC and working with the District to ensure opportunities are available to our students.
- ii. **District:** B. Breland reported that there are a lot of fundraising efforts happening behind the scenes and thanked J. Escobar for his efforts to locate allowable funds to support our students. Additionally, there is a fundraiser on October 24<sup>th</sup> where a couple of announcements will be made in terms funding support for our students.
- iii. **District:** A. Machamer reported that a large number of students were not being counted appropriately. This has now been fixed in the data reporting system. Additionally, the data showed that two years may not be enough, as students show a much higher success rate in years three and four.
  - 1. B. Pratt highlighted one of SJCC's eye opening discoveries that those first two years of SJ Promise students did not include AB 705, requiring them to start in basic skills classes. Going forward there will be a different view due to AB 705.
  - 2. J. Escobar noted that under the direction of the Chancellor and the Board we have been able to locate funds to continue this program at each of the colleges in the amount of \$500k (\$250k at each college). J. Escobar described the process by which the District Administration validated the use of public funds for this program. Additionally, we will be submitting a Board Resolution to the October 8<sup>th</sup> agenda in support of this funding source.

#### c. Strategic Planning:

- i. **SJCC:** R. Montemayor reported that SJCC will present to the Academic Senate on 10/14/19.

#### d. AB 705:

- i. **SJCC:** R. Montemayor reported great success with last year's pilot group going from 10% success rate to 40% success rate. Nearly all students in this the fall group were provided with free textbook loans, calculators and materials worth approximately \$200k.
- ii. **EVC:** B. Breland reported that we are in the beginning stages of monitoring what this new effort looks like in terms of data.

- e. **Vision for Success:**
    - i. **District:** B. Breland reported that this is moving forward and we should be submitting to the state soon.
- 4. Accreditation Update:**
- a. R. Montemayor reported that SJCC is on track to submit the mid-year report due next year. A taskforce made up of faculty and classified professionals has been formed to do this work. Additionally, SJCC is pursuing an additional accreditation for its early childhood education program.
  - b. B. Breland reported that EVC is on track with groups already beginning to meet.
  - c. B. Breland noted that President Aytch' s current leave status will not impact accreditation.
  - d. B. Breland thanked B. Seaberry and A. Machamer for putting together the District Office Program Review Steering Group.
- 5. Board Policy & Administrative Procedures:**
- a. J. Pace reported that Chapters 1, 2, & 3 are up for review in the 2019/20 fiscal year and the Board will receive changes to these chapters as an information item at the October 8, 2019 Board meeting.
  - b. J. Pace reported that she will receive updated policy changes sometime in October.
  - c. J. Pace provided the following documents for review.
    - i. [List of BPs and APs still under review](#)
    - ii. [Chapter 6 Board Policies](#)
    - iii. [Chapter 6 Administrative Procedures](#)
  - d. The committee discussed concern around the flow of the process chart provided and requested that J. Pace revise and add a few clarifying areas of the chart in terms of the role of the various review groups and committees listed.
  - e. J. Pace noted that she will revise and bring the flowchart back to the October 24<sup>th</sup> District Council Meeting.
  - f. J. Escobar highlighted the unnecessary and extensive administrative procedures that currently exist, and advised moving forward with simplified administrative procedures and implementing standard operating procedures (SOP) for in-house use. J. Escobar further described that Administrative Services is currently reviewing and revising Chapter 6 Board Policies and Administrative Procedures to help clarify and streamline procedures.
- 6. Resource Allocation Model Update:**
- a. B. Breland reported that he has received the draft of the Performance Review and shared that SJECCD was benchmarked against districts similar to ours in the state and noted an increase in expenditures over the last five years was found in police/safety, and fixed costs.
  - b. B. Breland reminded the group that we are approximately at \$40M into Basic Aid.
  - c. B. Breland noted that the Board approved the model and reminded that this model is still being adjusted as we model our model alongside that of the State's new model.
  - d. B. Breland asked for feedback regarding the next Resource Allocation Model workgroup representation. B. Breland highlighted the importance of keeping this

work group focused with representatives that have technical skills in order to make the model operational.

- e. B. Breland highlighted that the goal of the District Office is to provide services to the colleges.
  - i. A. Herrera noted the importance of having representation across all groups.
  - ii. Alex Lopez highlighted the Academic Senate's responsibilities around 10+1 and noted that it is very important that this be considered in the formation of the committee. While it is important to hear all groups institutionally, in order to move the process along in a timely manner, this group should be kept small.
  - iii. B. Breland reminded the group that Title V gives ultimate financial authority to the administrators, as they are ultimately held accountable.
  - iv. B. Pratt reminded that ultimately this is an accreditation issue and with that in mind, there should be workgroup participants involved that understand that accreditation and strategic plan processes.
    - 1. B. Breland highlighted that ideally those committees would be linked to college council.
  - v. J. Escobar reminded the group of the need to establish business rules (i.e. the business rule around carry-over, or negotiation requirements, etc.). Additionally, we will need to put measurements in place as well as internal processes.
  - vi. B. Breland noted that we will bring this discussion back to the 10/24/19 meeting along with the committee charge.

**7. Latest IT Developments:**

a. [Tech Plan Update:](#)

- i. B. Seaberry shared the latest District Technology Plan Update and noted it is available on the District Council SharePoint site for review.
- ii. B. Seaberry highlighted one of the ways we are implementing digital transformation is around business processes, digital processes, and digital approval processes.

b. Adobe Creative Cloud and Adobe Sign (similar to DocuSign) Agreement:

- i. B. Seaberry reported that the District recently entered into an agreement with Creative Cloud and Adobe Sign Agreement. District and College IT departments will begin to deploy installations soon, if you require a quicker installation please let your IT department know.

**8. District Council Survey:**

- a. B. Seaberry reminded the group of the self-evaluation survey that went out at the end of the academic year and highlighted the need for more participation going forward.

**9. Committee Reports:**

a. **District Budget Committee:**

- i. J. Escobar reported that the committee discussed the options of rethinking the five budget reports created each here. The committee agreed to

review how the report is produced as well as ways to streamline the process as a whole.

**b. District Technology Planning Committee:**

- i. B. Seaberry reported that the committee held its first meeting of the year on September 12<sup>th</sup> where it set its goals for the year.

**c. Institutional Effectiveness Committee:**

- i. [Updated Committee Charge](#)
  1. A. Machamer provided an updated Committee Charge and noted the addition of survey management and data governance.
  - ii. A. Machamer reported that the committee is still being formed.

**d. College Councils:**

- i. **SJCC:**
  1. R. Montemayor reported that SJCC is working hard to complete the strategic plan and looks forward to the actions that will come from that.
- ii. **EVC:**
  1. B. Breland reported that EVC's College Council met last week and discussed the various facilities project timelines in process.
  2. B. Breland reported that the clothing closet at EVC recently opened and thanked all that were involved in that project.
  3. B. Breland reported that EVC will receive an award from the Campaign for College Opportunities for their great work around ADT.

**10. Other Items:**

- a. **Cybersecurity:**
  - i. B. Pratt asked in terms of cybersecurity, is there any training that we can provide as the phishing issues have greatly increased over the last year.
    1. B. Seaberry reported that we do have a training plan that we are in the process of implementing.
- b. **Northern California Equity Summit**
  - i. B. Pratt announced that SJCC will host the Northern California Equity Summit on November 1<sup>st</sup> and 2<sup>nd</sup>.
- c. **Jag Market:**
  - i. R. Montemayor invited everyone to the grand opening of the Jag Market on October 22<sup>nd</sup> where SJCC will host a fashion show and highlight partners.

**11. Adjournment:**

- a. The meeting adjourned at 5:16 p.m.