



SJECCD DISTRICT COUNCIL MEETING MINUTES

October 24, 2019

3:30—5:00 p.m.

Evergreen Valley College, Mishra Room

Member Attendees:

A. Herrera (MSCC)
Alex Lopez (SJCC Academic Senate President)
Andrea Lopez (Classified Senate)
B. Breland (Chancellor)
B. Seaberry (Vice Chancellor)
D. Hawkins (CSEA 363)
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)
R. Montemayor (Acting, SJCC President)
R. Pratt (EVC Academic Senate)
S. Alvarez (CSEA 363)

Other Attendees:

D. Dudek
J. Pace
R. Brown
S. Brusseau
Y. Ramirez

Absent:

B. Chaidez (Vice Chancellor Human Resources)
D. Micetich (EVC College Council)
E. Ayala-Austin (MSCC)
J. LeDee (Classified Senate)
P. Fong (AFT 6157)
S. Minjares (CSEA 363)
W. Watson (CEM)

1. Approval of the Agenda:

- a. M/S/P; Ayes – 14, Opposed – 0, Abstentions – 0, Absent – 7
 - i. J. Escobar proposed to add the RBOA Report under Other.
 - ii. Motion made by D. Hawkins; Seconded R. Pratt. The agenda was approved as amended.

2. Approval of the September 26, 2019, Meeting Minutes:

- a. M/S/P; Ayes – 14, Opposed – 0, Abstentions – 0, Absent – 7
- b. Motion made by F. Espinoza; Seconded D. Hawkins. The September 26, 2019 were approved as submitted.

3. College Highlights:

a. Guided Pathways:

- i. SJCC will hold a Guided Pathway Retreat on November 22 that will focus on Meta majors.
- ii. EVC will be presenting Meta majors to the campus wide groups.

b. San Jose Promise:

- i. B. Breland reported that the District in partnership with the City of San Jose held a great San Jose Promise Fundraising event this afternoon in Downtown San Jose. B. Breland thanked everyone that took the time to stop by as well as the team that put the event together. B. Breland reported that EBay has funded our program with \$250k.

c. Strategic Planning:

- i. SJCC has completed their plan and will go to the Senate on November 4 for action with a second planning meeting to take place on November 18.

d. AB 705:

- i. EVC reported that AB 705 did not present a drop in enrollment this semester.

e. Vision for Success:

- i. SJCC will host the Equity Summit on November 1 and 2. The event is sold out.

4. Accreditation Update:

- a. B. Breland reported that Jackie Honda met with ACCJC VP Gohar to review the EVC midterm report. This report is on track.
- b. R. Montemayor reported that SJCC has met a couple of times with ACCJC VP Gohar and is on track.

5. Board Policy & Administrative Procedures:

- a. B. Breland introduced J. Pace and reminded that J. Pace is here to help guide us and provide us with all of the tools needed for us to complete this review work.
- b. J. Pace reported that there are legal changes to 54 policies from CCLC. These will be distributed in at the November District Council meeting.
- c. J. Pace provided the following attachments:
 - i. [Updated flow chart](#)
 - ii. [10/24/19 List of Chapter 6 BP/APs](#)
 - iii. [09/26/19 List of Chapter 6 BP/APs](#)
- d. J. Covarrubias reported that the AP/BP Policy Group will meet next Thursday, October 31 and requested clarification on the color-coding.
 - i. Red: Legally required changes
 - ii. Blue: League recommendations
 - iii. Green: Administration recommendations

6. Division Dean Job Description:

- a. B. Breland reminded the group that this position was created in 2017 to create separation between Dean and Division Dean, as these roles and functions served different purposes.
- b. The recent proposed changes to the minimum qualifications requirement propose to remove the requirement to have experience in a particular discipline.
- c. B. Breland reported and D. Dudek provided documentation, that the result of limiting this requirement to a specific discipline has resulted in multiple failed searches.
- d. B. Breland reported that as this is a mutually agreeable item, it needed to be vetted through the Academic Senate. We are now going through that process.
- e. D. Dudek provided the following documents:

- i. [SJCC and EVC Failed Searches](#)
- ii. [Review of similar job descriptions throughout the Bay 10](#)
 - 1. D. Dudek reported that in general, our district is asking for more requirements overall.
 - 2. J. Covarrubias asked what motivated the change to take place in 2017.
 - a. D. Dudek clarified that the decision was based on recognizing the different levels of responsibility between the two positions.
 - b. J. Covarrubias noted that based on the State's requirements, Mutually Agree is only required when requirements are made more stringent.

7. Resource Allocation Model Update:

- a. J. Escobar provided the following draft Operational Taskforce and highlighted those areas that will need to be considered working groups including those that will establish the business rules, process, accountability procedures, etc.
- b. J. Escobar highlighted the importance of total cost of ownership specifically when it relates to categorical funding.
 - i. Andrea Lopez noted the importance of not supplanting in relation to categorical funding.
- c. B. Breland added that as we build and implement our model we need to do so alongside the State Student Centered Funding Formula and close the equity gaps that exist for our students.
 - i. [Operational Taskforce Document](#)
- d. F. Espinoza requested that a timeline or a working grid be created to provide a framework for the taskforce.
 - i. J. Escobar noted agreement and reminded the group that in order to have the new model fully loaded in the next budget cycle, all of the Taskforce's work will need to be completed by April 2020.
- e. B. Breland reminded the committee of the District Council Committee Charge that includes responsibility to:

The duties of the council shall include the following:

- Articulate a vision of the future for the district, reflective of its mission.
 - Develop a set of long-range goals for the district through a collaborative process involving all segments of the district
 - Collect, analyze, maintain, and disseminate institutional planning data.
 - Develop planning assumptions and priorities to advance the strategic priorities and Board ends policies.
 - Coordinate implementation of district planning priorities through district-wide committees.
 - Coordinate the review of all proposals for district policies and administrative procedures changes to ensure that all appropriate constituencies have had adequate opportunity to review and comment on the proposed changes.
 - Provide recommendations and information that reflects the views of their respective college councils and constituent groups.
 - Accept responsibility for taking information back to the colleges and their respective groups for discussion, revision and input.
 - Create standing committees and task forces when needed.
- f. B. Breland noted next steps include members of the District Council bringing this proposal back to constituency groups as a proposed model of engagement

8. Latest IT Developments:

- a. B. Seaberry reminded the group that October is Cybersecurity Month and provided an in-depth presentation on this topic here: <https://sjeccd.sharepoint.com/sjeccd-district-council/SitePages/Home.aspx>
- b. B. Seaberry reported that the district is planning to do an internal phishing campaign to help raise awareness around cybersecurity.

9. Committee Reports:

a. District Budget Committee:

- i. J. Escobar reported that the DBC just met today (10/24) with discussions on automating the budget report. J. Escobar noted that Interim Executive Director, Linda Wilczewski, did a great job in automating these processes. The committee also received a great report on the recent audit, highlighting the high level of compliance and productivity the district holds.

b. District Technology Planning Committee:

- i. B. Seaberry reported that the committee recently reviewed information security and strategic and annual goals.

c. Institutional Effectiveness Committee:

- i. B. Seaberry reported this group would restart in the spring.

d. College Councils:

- i. R. Montemayor reported that participatory committees are presenting their charges on November 15.

10. Other Items:

- a. D. Hawkins reported he was reelected as the RBOA Chair and that we are maintaining our overfunded status in the amount of \$44.1M.

11. Adjournment:

- a. The meeting adjourned at 4:57 p.m.