



san josé·evergreen
COMMUNITY COLLEGE DISTRICT

SJECCD DISTRICT COUNCIL MEETING MINUTES

December 17, 2020, Location: Zoom, [SharePoint Site Link](#)

Members Present:

A. Duran (CEM), A. Herrera (MSCC), A. Lopez (SJCC, CS), A. Lopez (SJCC, AS), B. Breland (Chancellor), B. Chaidez (HR), B. Lopez (EVC, CS), B. Seaberry (VCITIE), E. Ayala-Austin (MSCC), F. Espinoza (DAS), D. Hawkins (CSEA), J. Breheny (AFT), J. Lugo (CSEA), J. Escobar (VCAS), J.L. Pacheco (CSEA), J. LeDee (CS), M. Dickerson (EVC-College Council), O. Morales-Anaya (SJCC-AS), P. Hu (AFT), R. Pratt (EVC-AS), R. Tomaneng (SJCC-Pres.), S. Minjares (EVC-CS), S. Alvarez (CSEA), T. Gilkerson (EVC-Pres.)

Members Absent:

EVC Student Government Rep (Vacant), Sara Habtemariam (SJCC Student), E. Pratt (SJCC College Council), Garry Johnson (EVC-AS)

Other Attendees:

A. Machamer (IESS), J. Russell (EVC), J. Pace (VCAS), R. Brown (DO), S. Brusseau (DO), T. DeGray (DO)

1. Approval of the Agenda:

a. Ayes – 24, Opposed – 0, Abstentions – 0, Absent – 4

2. Approval of the November 19, 2020, Meeting Minutes:

a. Ayes 24 – , Opposed – 0, Abstentions – 0, Absent 4

3. Board Policies & Administrative Procedures:

- a. Chancellor Breland highlighted the complexities that go into this on going project, especially now as we move towards applying an equity lens to all of our policies. Chancellor Breland thanked everyone for their work and flexibility as we continue to work through our cyclical review process.
- b. J. Pace reported that the League provided updates earlier this month that focused heavily on the State’s DEI efforts. The League will provide additional updates in spring of 2021.
- c. J. Pace provided an updated Tracker here: [BP AP tracker system 12.17.20.xlsx \(sharepoint.com\)](#)
- d. J. Pace proposed, in an effort to provide each chapter with thorough subject matter expertise and enough time to appropriately review BP and AP changes against other district and college documents (catalogs and student handbooks, etc.) that the District transition from a 3-year cyclical review cycle to a 6-year cyclical review cycle.
 - i. Resource Documents:
 1. [AP 2410 Board Polices and Administrative Procedures.pdf \(sharepoint.com\)](#)
 2. [BP.AP Review Process Flowchart v2.pdf \(sharepoint.com\)](#)
 3. [Continuous Review Cycle for SJECCD.docx \(sharepoint.com\)](#)
- e. J. Pace provided the latest BP/AP update packet:
 - i. [BPs Revised at 12.10.20 District Policy Committee mtg.docx \(sharepoint.com\)](#)
- f. J. Pace highlighted the need to legally have BP & AP 3430 in place, related to Title IX.
- g. J. Pace announced that the Cyclical Review of Chapter 3 has been completed and this information will be reflected in BoardDocs for accreditation documentation.
- h. F. Espinoza reported that the both the Course Substitution Policy and Credit for Prior Learning Policy were approved at the December 15, 2020 Governing Board Meeting.
- i. F. Espinoza reported that the Policy Committee would be meeting over three days in early January.

- j. Andrea Lopez commented in great appreciation for the great work of the committee over the last few years as its work has provided a lot of guidance and support to the discussion.
 - k. Andrea Lopez reported that BP 5050 will go back to the policy committee to review the option of splitting it into two focusing on Student Success and Student Services, separately.
4. Human Resources Update:
- a. Associate Vice Chancellor Chaidez provided updates on the following items:
 - i. [DC HR Update 12.17.20.pptx \(sharepoint.com\)](#)
 - 1. Cal OSHA
 - 2. AB 685
 - 3. Non Essential Travel
 - b. Associate Vice Chancellor Chaidez clarified that if a person chooses to engage in non-essential travel, per the County, they would be required to quarantine for 14-days. If this quarantine period requires the use of sick leave, the individual will need to use their accrued leave time.
 - c. Associate Vice Chancellor Chaidez reminded the group that individuals are able to use the District's workmans' comp doctor, or elect to use their own. Further, if anyone has any additional and/or confidential questions related to COVID testing, possible exposure, etc., please contact Michelle McKay in HR at michelle.mckay@sjeccd.edu
 - d. Associate Vice Chancellor Chaidez noted that she would be using the HR Newsletter as the delivery system to put out regular updates.
 - e. Chancellor Breland reminded the group of the importance of this information being taken back to the various group meetings for dissemination.
5. ITIE Latest Developments:
- a. Vice Chancellor Seaberry provided updates on the following items:
 - i. [District-wide IT Server and Storage Modernization \(sharepoint.com\)](#)
 - 1. Zoom Migration Postponed to June or August, 2021
 - 2. District Services Program Review Survey
 - 3. Ellucian Managed Cloud Migration (back-end)
 - 4. MyWeb to Self-Service Migration (front-end)
 - 5. New Firewalls and new VPN client
 - 6. Azure Intune – CTSS/ITSS to manage remote computer settings and software updates
 - 7. Single Sign-On (SSO)
 - 8. Remember to be cyber safe over the break
 - b. Chancellor Breland reminded the group of the importance of this information being taken back to the various group meetings for dissemination.
6. Textbook Costs:
- a. Chancellor Breland highlighted the ongoing challenge to our students when it comes to textbook costs and discussed the broader picture of the cycle students are put through being forced to decide between a textbook and costs of living, or the other side of choosing to purchase a textbook and then requesting financial aid from the colleges.
 - b. Vice Chancellor Escobar shared the following attachment to illustrate the high cost of textbooks that some courses continue to choose.
 - i. [Course History \(sharepoint.com\)](#)
 - ii. VC Escobar shared that some great work has been done to create lending libraries to downsize the costs to students; however, this has also created operational expense in terms of the logistics of managing the lending program. VC Escobar further described the challenges that the pandemic and the remote environment

has created in the cost of delivering and returning those books to and from students.

- c. J. Breheny shared that most faculty are in favor of OER textbooks in support of student success. However, issues arise in disciplines that require frequent updates such as Legal and Science related programs.
 - d. J. Luis Pacheco shared that he recently took a course that required a \$400 textbook. He was able to obtain support through Cheg, a foundation located in Santa Clara; a possible partnership opportunity.
 - e. President Gilkerson reported that EVC recently adopted a low cost textbook initiative and expressed appreciation for the campuses work in this effort.
 - i. [ASCCC OERI | ASCCC Open Educational Resources Initiative \(asccc-oeri.org\)](https://www.asccc-oeri.org/)
 - ii. [Articulation, Curriculum, and Open Educational Resources | ASCCC Open Educational Resources Initiative \(asccc-oeri.org\)](https://www.asccc-oeri.org/)
 - f. R. Pratt noted agreement with bringing this issue back to the top of our thinking and suggested the elimination of the parking fees.
 - g. Andrea Lopez noted that SJCC has created lending libraries, however challenges continue with those books that become obsolete too quickly. Ms. Lopez further highlighted the importance of eliminating or offsetting the COTOP, which creates on-going issues for those students with small outstanding fees.
 - i. Vice Chancellor Escobar reported that the District recently submitted a contract to the State to raise the limit to \$100, rather than the smaller fee of \$20 to trigger the COTOP limitations to students. Further VC Escobar highlighted that the current total in uncollected student fees is approximately \$5M.
7. Self-Evaluation of District Committees:
- a. District Budget Committee:
 - i. Vice Chancellor Escobar reported that the District Budget Committee will use the following three primary objectives as they go through the self-evaluation process this year:
 1. Resource Allocation
 2. Business processes
 3. Equity Lens
8. Constituency Group Reports:
- a. CSEA – Past President J. Lugo announced that Jose Luis Pacheco was elected as the 2021 CSEA President as well as appointed by the CESA Board to be a candidate on the PERS Board.
 - b. EVC Academic Senate – President R. Pratt reported:
 - i. EVC submitted their State CPL Certificate today.
 - ii. Faculty will be investigating their own racial bias using innovation funds.
 - iii. EVC continues to work towards growing CTE Programs.
 - iv. The Senate recently completed an SLO Audit with 100% participation of Faculty.
 - v. Concerns continue about enrollment opportunities. Mr. Pratt posed the question, as we continue in this environment, what impact a five student class have on the allocated budget?
 - vi. The Senate approved an institutionalized program mapping process as part of guided pathways.
 - c. SJCC Academic Senate – President, Alex Lopez reported:
 - i. The Senate continues to put together the CPL Workgroup.
 - ii. The Senate received a presentation on professional development that focused on the tools our instructors need in order to be successful.

- iii. The Senate is moving forward with the administration on non-instructional assignments, BP 4020, and any changes to job descriptions.
 - iv. The Senate did not pass BP 5050. Feedback will be provided to the Policy Committee.
 - d. AFT 6157 – President, J. Breheny reported:
 - i. AFT 6157 continues to work with the district on negotiations.
 - ii. Paul Fong has returned to AFT 6157 as the reitree chapter representative.
 - iii. Discussions continue with HR around COIVD and Quarantine requirements as we continue to communicate information to members.
 - e. District Academic Senate – President, Frank Espinoza:
 - i. Extended congratulations to Jose Luis Pacheco.
 - ii. Expressed thanks to Academic Senate Presidents Lopez and Pratt for their support over the last six months as the DAS President and Andrea Lopez for her support as they co-chair the Policy Committee.
 - iii. Trustee Livengood and Trustee Torres joined the recent DAS meeting last week.
 - iv. DAS will be hosting another webinar in the spring.
 - f. SJCC Classified Senate – President, Andrea Lopez reported:
 - i. Thanked everyone for their support of the Classified Senate over the last five years; the Senate has come a long way.
 - ii. The Senate looks forward to developing a relationship with the new CSEA Board.
 - iii. New Trustee Torres joined the recent Senate meeting and an invitation to Trustee Livengood has been extended to join the January meeting.
 - iv. Approximately 90% of committees have Classified Senate representation.
 - g. MSCC Representative - Eliazer Ayala-Austin:
 - i. Thanks to all for the collaborative work on the AP/BP process.
 - ii. MSCC held a great holiday zoom gathering yesterday and are working on creating a recipe book to distribute amongst its membership.
 - iii. Congratulations to Marlilyn Morikang on her recent promotion to Vice President of Business Services at West Valley College.
- 9. College Highlights:
 - a. [Submitted in writing here.](#)
 - b. District Budget Committee:
 - i. Vice Chancellor Escobar thanked the membership for their on-going support of fiscal operations overall. The committee continues to strive to be more inclusive as it relates to budget planning, Board Policies and Administrative Procedures, etc. Further VC Escobar highlighted in regards to updates to Chapter 6 BPs and APs, we will need to ensure that the work of the Resource Allocation Model group is completed, new business processes are in place, and an equity lens has been applied throughout as we work through the review of those policies.
- 10. Committee Reports:
 - a. [Submitted in writing here.](#)
- 11. Other:
 - a. Chancellor Breland reported that the District Council will host a training given by ACCJC's Gohar Momjian in either February or March.
- 12. Adjournment:
 - a. The meeting adjourned at 5:00 p.m.