

SJECCD DISTRICT COUNCIL MEETING MINUTES

December 19, 2019

3:30—5:00 p.m.

District Office, Conference Room 112

[SharePoint Site Link](#)

Member Attendees:

A. Herrera (MSCC)
Alex Lopez (SJCC Academic Senate President)
Andrea Lopez (SJCC Classified Senate)
A. Swinson (for EVC President)
B. Breland (Chancellor)
B. Chaidez (Vice Chancellor Human Resources)
B. Seaberry (Vice Chancellor)
B. Lopez (EVC Classified Senate)
D. Hawkins (CSEA 363)
E. Ayala-Austin (MSCC)
E. Pratt (SJCC College Council)
F. Espinoza (EVC Academic Senate)
J. Covarrubias (District Academic Senate)
J. Escobar (Interim Vice Chancellor Administrative Services)
J. Luis Pacheco (CSEA 363)
P. Hu (AFT 6157)
R. Pratt (EVC Academic Senate)
R. Montemayor (Acting SJCC President)
S. Alvarez (CSEA 363)
S. Minjares (CSEA 363)
W. Watson (CEM)

Other Attendees:

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

Absent:

D. Micetich (EVC College Council)
J. LeDee (Classified Senate)
J. Lugo (CSEA 363)
P. Fong (AFT 6157)

1. Approval of the Agenda:

- a. M/S/P; Ayes – 21, Opposed – 0, Abstentions – 0, Absent – 4
 - i. Motion made by F. Espinoza; Seconded D. Hawkins. The agenda was approved as submitted.

2. Approval of the November 14, 2019, Meeting Minutes:

- a. M/S/P; Ayes – 18, Opposed – 0, Abstentions – 3, Absent – 4

- i. Motion made by F. Espinoza; Seconded Alex Lopez. The agenda was approved as submitted.

Chancellor Breland took a moment to remind the group of the District Council's role as an advisory group to the Chancellor in regards to various decisions related to policy, finance, programs, etc. specifically how these areas will impact our students in line with our Board Ends Policies.

3. College Highlights:

- a. EVC, Reported by Acting President Denise Noldon:
 - i. Guided Pathways: EVC has completed the vetting of the CAPS through all constituency groups with drafts available for review on the website with a goal to implement in spring 2020.
 - ii. San Jose Promise: There are three cohorts running with nearly 300 students and approximately 200 courses. Spring 2020 has 260 students registered. 52 are on track to graduate at this time. These students will be provided with college tours and workshops in the spring.
 - iii. Strategic Planning: EVC has completed three activities specifically in the areas of addressing students' basic needs.
 - iv. AB 705: EVC is reviewing spring offerings and deleting any sections not fully enrolled. Additionally, EVC is working towards the goal to be 100% compliant.
 - v. Vision for Success: EVC has increased the number of Community College Transfers to UC and CSU. 488 AST AA degrees were awarded in in the last year, which is up from 391 degrees awarded the year prior.
 - vi. Accreditation: EVC's draft midterm report is posted for review and on track for review through the governance process.
 - vii. A. Herrera commented that she was contacted yesterday afternoon by the Chancellor's Office with a request to interview the computer science team as they are developing a best practices report.
- b. SJCC, Reported by Acting President Roland Montemayor:
 - i. Guided Pathways: SJCC held a meeting on November 22nd with 64 faculty members, students and staff working on mapping measures. The Guided Pathways Coordinators are working on the Scale of Adoption which is due on March 1st. The team is working on developing an honors pathway in the IGETC.
 - ii. San Jose Promise: SJCC is integrating the Promise into the METAS Bridge Program as a starting point.
 - iii. Strategic Planning: SJCC's plan was adopted at the last Board meeting. This plan includes an operational work plan as well.
 - iv. AB 705: SJCC is working towards full compliance.
 - v. Vision for Success: SJCC has a taskforce looking at men of color success rates.
 - vi. Accreditation: SJCC is moving towards draft completion. B. Pratt noted that she and Dr. Lui are working towards completing the draft in early January and will work with the Faculty Coordinator on the SLO assessments. Later in spring the draft will be reviewed by Academic Senate and a team will be attending the Academic Senate Accreditation Institute in February.
 - vii. R. Montemayor closed by noting it was a pleasure to attend and present at the RealCollegeCA conference.
- c. District, Reported by Chancellor Breland:
 - i. AB 705:
 - 1. B. Breland noted that there is a report currently out called "Getting There". The report consists of an analysis of AB 705 implementation across the state. SJECCD is not indicated as a strong implementer at

approximately 65%-70%. Compliance is 100% with strong implementers at 90%.

2. B. Breland highlighted the opportunities we have in terms of developing our non-credit programs and highlighted the research supporting success rates with those students that start at the transfer level with the right level of support.
3. B. Seaberry noted that he and his team are working on creating a dynamic report that show specifically what courses are transfer level courses and noted that either his team or Amber Machamer's team should be contacted if there are any courses counted that should not be counted.
4. A. Machamer noted that the new dashboard is currently in the test environment. Success rates will be available in January.

4. Accreditation Update:

- a. A. Machamer provided a district plan that describes the recommendations that ACCJC requires the district to develop and provide to the colleges to include in their report.
- b. A. Machamer noted that the District is hoping to submit the reports to the Board by June/July with the reports ultimately due in October 2020.
- c. A. Machamer noted that ACCJC does not want a 200 page report, rather they would like to see a concise summarized report with evidence attached.

5. District Committee Evaluation:

- a. A. Machamer noted that one of the ACCJC's recommendations include the implementation of a systematic process to evaluate committees.
- b. A. Machamer noted that the district would like to implement this evaluation process with all district committees (DBC, DTPC, IESS and District Council) beginning in April, with the data ready to review in May allowing those committees to make recommendations that would be reviewed in the fall by the District Council with recommendations implemented in the fall.

6. District Climate Survey:

- a. B. Breland commented that he has received a number of reports related to various challenging climate issues. As such, the district has contacted a third party survey consultant that has experience with community colleges. The consultant will be working through ITSS and IESS for question development. The process will be completely anonymous and managed by the third party consultant. No in-house personnel will receive the data. The consultant will receive all answers and comments, compile that data, review the data for themes and provide summarized reports of that data to the Chancellor.
- b. B. Breland noted that we are aiming for late February/March to launch the survey.
- c. A. Machamer underscored that SJECCD will never see your personally submitted data.
- d. R. Brown noted that the district will be creating a landing page for informational purposes that should be published in January.
- e. A. Machamer asked to please submit any questions related to the process to Amber or via the website.
- f. F. Espinoza asked if this will be an annual survey.
 - i. B. Breland commented that we do have an annual survey that this will take the place of this year. B. Breland further agreed that this is important and there will be follow-up once results are provided.
 - ii. Andrea Lopez requested that the results of the survey are communicated as past experience has shown many survey's without feedback.

7. Human Resource Update:

- a. 2021-21 Faculty Recruitment:

- i. B. Chaidez distributed the current faculty recruitment listing for both EVC and SJCC. B. Chaidez reminded the group that these recruitments require appointments to committees and asked if those individuals could be appointed as promptly as possible in an effort to keep the process moving.
 - ii. Alex Lopez noted that there are a couple of positions missing from the Faculty Recruitment list.
 - 1. B. Chaidez clarified that there are additional positions. The list provided today is just focused on the current Faculty Recruitments.
- b. EEO & Diversity Calendar of Events:
 - i. B. Chaidez shared the current calendar of events and noted that she would be reaching out for membership.
- c. Division Dean Minimum Qualifications:
 - i. B. Chaidez reported that she recently presented to both academic senates on the changes to the Division Dean minimum qualifications job description and brought feedback back to the Chancellor and the Executive Cabinet.
 - ii. B. Chaidez noted that the division dean job description would be placed on the January 28th board agenda.

8. Board Policy & Administrative Procedures:

- a. J. Escobar reported that he and Joy Pace have been working closely on the Policy and Procedure topic. As part of this work we have been reviewing areas that can be pulled from the Admin Procedures and placed into a Standard Operating Procedure.
- b. J. Escobar commented on the version control challenges as we work through the cyclical review cycle.
- c. J. Escobar thanked J. Pace for all of her efforts to keep us on track and very organized.
- d. J. Pace provided a list of packets previously distributed to the District Council. J. Pace reminded the group, in an effort to keep the process moving, the general process agreement was to bring these items to this committee for first reading, second reading and then approval.
- e. J. Pace noted that she and J. Escobar will be joining the Academic Senate policy group during their review in January.
- f. J. Pace called attention to the ACCJC's recommendation to increase the effectiveness of policies and procedures.
- g. J. Pace called attention to the pending Smoking Procedure and reminded the group of Chancellor Oakley's no smoking directive and highlighted the importance of this procedure.
 - i. J. Pacheco asked if there are programs in place to help the students stop smoking.
 - 1. J. Escobar commented that the colleges are working towards developing these programs.
 - 2. J. Escobar further commented on the challenges with current, conflicting signage district-wide and highlighted the need to remove all signage and replace with consistent messaging (i.e. smoke 30 feet from the building vs. do not smoke).
- h. Policy Group Discussion:
 - i. J. Covarrubias commended the work of the Policy Group and the leadership of Andrea Lopez within this group. J. Covarrubias continued by noting the disconnect between the group's work and the district's work and looks forward to the fine tuning work the district has been doing in terms of alleviating some of the work Andrea Lopez has taken on.

- ii. J. Covarrubias added that it would be very helpful to have a single location where all of the most up to date versions are kept, as well as access to the personnel that understand why a change is being made and the history behind that.
- iii. J. Pace asked for process clarification in that the policy group reviews and recommends changes, those are then presented to the senates, and once approved by the senates the policy group brings those approvals back to the district council.
 - 1. J. Covarrubias confirmed that process flow is correct.
- iv. J. Covarrubias reminded that the policy group is made up of many different groups, not only the Academic Senate groups.
- v. Andrea Lopez commented that district policy committee needs full support and clarification so that this group can be more efficient.
- vi. J. Covarrubias reminded that the policy group includes representatives of all groups and noted that it is the responsibility of those individuals to report back to their groups, obtain feedback and report back to the policy group.
- vii. Andrea Lopez noted that when the policy group began there was a SharePoint site created, however it was very difficult to manage. Additionally, much of the work was lost due to a platform transition and miscommunication.
 - 1. J. Pacheco noted that he can provide administrator access to the policy group to assist in version control management.
- viii. E. Pratt suggested as we move forward in accreditation, that each college accreditation officer be included in this process as the reports are being written.
- ix. B. Breland noted that the district wants this process to be a smooth process and for the group to be able to do their work. B. Breland added that we need full clarification around what is and what is not working.
- x. J. Escobar noted that he and his team will work with the policy group directly in the coming year to understand the resources required.

9. College Promise Update:

- a. R. Ledesma reported that:
 - i. Cohort 1, fall 2017, completed 2 years, 25 accepted to SJSU
 - ii. Cohort 2, fall 2018, continuing their studies with 50 applications to SJSU
 - iii. Cohort 3, fall 2019, the first cohort not held to the two year requirement but rather will be able to complete 60 units at their own pace, unbound by the two year limitation.
 - iv. Total student served to date: 1189
 - v. Fall 2020 numbers will be based on the funding that is available and will also include students from Milpitas.
 - vi. R. Ledesma noted there is a dashboard available, but before this can be fully put in place there needs to be an agreement made as to the business rules around flagging students with specific identifiers. The goal is to have this in place by 2020.
 - vii. Mentor Program:
 - 1. The mentor program currently has 153 mentors.
 - 2. We are currently working with Striker Medical.
 - viii. Partnership with SJSU:
 - 1. The District has submitted a proposal for San Jose Promise Scholars that will provide students that matriculate from SJECCD to SJSU they will receive text books, support services, and internships with EBay and other local companies that will hopefully lead to a job in their related field.
 - ix. Redesign of the Promise:

1. The District will be looking at revamping the promise program in early 2020 based upon lessons learned from our current promise program as well as observations from other area promise programs.
 - a. For Example Oakland Promise and Richmond Promise.
- x. Silicon Valley Promise
 1. A collaborative alignment of all area promise programs with an agreement that we are all working together.
- xi. The next quarterly promise meeting will take place in March of 2020.
- xii. A. Herrera asked what attributed to the promise students more efficiently completing their 60 units that we can institutionalize to help all students. (i.e. bridge program, support services).
 1. R. Ledesma noted that the requirement of enrollment in 12-units may have attributed to this and in general promise students are more likely to complete the program.
- xiii. B. Breland commented that many promise programs throughout the state have started to become more bureaucratic and getting away from the implementation piece. B. Breland further highlighted the need for fundraising and integration with all areas (i.e. AB 705, AB 19, Guided Pathways, etc.).

10. Feedback on Operational Taskforce:

- a. J. Escobar reported that he has received proposals from District Council and Academic Senate to make adjustments to the operational taskforce membership chart.
 - i. One additional faculty member added for a total of four.
 1. F. Espinoza suggested making this fourth faculty member an alternate, at-large participant.
 - ii. Vice Chancellor is moved to non-voting participation.
 - iii. Vice Presidents will be moved to voting members.
 - iv. The total composition will be 14 people in this group.
 - v. J. Escobar recommends that the Chancellor still be included as a voting member, only in the case of a tie.
 - vi. J. Covarrubias noted that AFT is a group focused on working conditions, however if you look at 10 + 1 budget planning falls under this area.
 - vii. R. Pratt noted that an additional condition came out of the budget committee in that two additional seats from the finance committees be assigned to the group in an ex-officio capacity.
 - viii. B. Breland noted that this item will come back to the January 30th meeting for approval.
 - ix. J. Escobar noted that there is urgency and a desire from the college to get the RAM in place, however the timeframe is very short for all of these things to move forward. One specific area of focus has been the hold-harmless agreement. J. Escobar called the committees attention to four areas that may serve as overdraft accounts as we move forward that include:
 1. Use the equivalent of the discount factor as a contract out and supplement if needed.
 2. Use a percentage of the non-resident fees
 3. Make a request to the board that we use reserves.
 4. Make a request to the Board that we use the rainy day funds.
 - x. B. Breland reminded the group that the goal of the RAM was to get more funding to the colleges and would include a hold-harmless option.
 - xi. J. Escobar announced that each college would be receiving \$125k each in innovation funding. These funds will be distributed in January.

11. Committee Reports:

- a. District Budget Committee:
 - i. J. Escobar announced that Interim Executive Director, Linda Wilczewski, will be leaving as of January 22nd
- b. District Technology Planning Committee:
 - i. B. Seaberry reported that last spring the Tech Committee issued a faculty technology survey that had 75 responses. Some areas of interest were Canvas and early alert, with the average satisfaction level at 3.5.
 - ii. B. Seaberry noted the Tech Committee will sponsor the student survey this spring.
 - iii. B. Seaberry noted the Tech Committee has been creating a process of requesting help from ITSS and further how to create an ITSS project.
- c. Institutional Effectiveness Committee:
 - i. A. Machamer announced she would be reaching out to the various constituency groups in the New Year.
- d. College Councils:
 - i. EVC:
 - 1. D. Noldon reported that the EVC College Council reviewed a draft of the Integrated Plan. This plan will need to be revisited in regards to communication.
 - ii. SJCC:
 - 1. R. Montemayor reported that the governance committee's presented their charges, goals and progress over the last two college council meetings. The strategic action group will present at the February meeting.

12. Adjournment:

- a. B. Breland thanked the group for all of their continued participation and reminded of the importance that we all keep the main goal in mind to keep efforts moving in the ultimate direction of helping our students succeed.
- b. The meeting adjourned at 5:09 p.m.