

# SJECCD Building Community & Civility Consortium (BC3)

## MEETING AGENDA

Monday, September 28, 2020 – 4:00 PM – 5:00 PM

**Location: EVC, SC216**

**Teleconference number: 1-669-900-6833, Meeting ID 92106229230#**

	Topic	Presenter
1	Introductions	
2	Climate/Civility Surveys: Update <ul style="list-style-type: none"><li>A survey focusing on equity, diversity and inclusion which covers many of the Civility Statement principles and guidelines.</li></ul>	All
3	Review Civility Statement and Identification of Needs (Regular agenda item) - (Page 1)	All
4	Review and Revise Goals/Priorities As Needed – (Regular agenda item) – (Pages 2 - 11)	All
5	Membership Outreach and Events (Regular agenda item)	All
6	Other	
7	<b>Next Meetings?</b> <b>Note:</b> We will be meeting on the fourth Mondays (instead of Wednesdays) from 4 – 5 PM so that those who are involved with both Colleges’ ASGs, faculty and staff can more likely attend.	Fourth Mondays (4:00 PM to 5:00 PM at alternate College locations during 2020 Spring AND Fall Semesters: October 26, and November 30. No meeting in May and December

***“Civility begins with me! Everyone has Worth and Dignity” – SJECCD***

## SJECCD Civility Statement

**“Civility begins with me! Everyone has Worth and Dignity.”**

*We, the Civility (C3) Task Force, are proud of our work on the District Civility Statement, reflecting months of work by a group representing all District constituencies. We welcome input and guidance as to how this statement should be used by and for our educational community. We expect this to be a working document, useful to the District over time.*

We the students, employees, and trustees at SJECCD are committed to a conscious demonstration of mutual respect - for people, for their roles, for their knowledge and expertise.

While no civility statement can guarantee considerate and principled conduct, the values set forth below represent institutional ideals and should serve as guide posts.

Respect, civility, integrity and honesty are not just words; they are intentions that must be present in our interactions with one another.

Civility requires cooperation, tolerance, forgiveness, acceptance, inclusiveness, kindness, compassion, courtesy, perception, and patience. It is expressed not only in the words we choose, but also in our tone, demeanor, and actions.

We honor the right of expression as a hallmark of learning, and we treasure intellectual freedom, tempered with respect for the rights of others, even when individual or group points of view are controversial or out of favor with prevailing perspectives. Individuals should not feel intimidated or be subject to reprisal for voicing their concerns, or for participating in governance or policy making.

An individual's perception of what is or is not civil conduct can be influenced by their culture and life experiences. We can all use assistance from time to time in understanding or seeing behaviors through the eyes of another person. We need to acknowledge these differences and be open to receiving feedback from someone who may perceive something we have done, without intent, as being uncivil. We also need to evaluate our own expectations of civility to ensure that we are not setting an unrealistically high bar.

In the face of incivility, silence can indicate consent; we each have responsibility to speak out to counteract incivility.

### **Guide Posts:**

- Civility begins with me.
- Each person is responsible for creating and maintaining a positive place to learn and to work, where everyone can flourish.
- Take responsibility for one's own choices. Accept your responsibility to engage courteously in all forms of communication (oral, written, and electronic).
- Listening, not just hearing, but listening with respect, is the proper response to others.
- Regardless of status, everyone has worth and dignity which should be valued.
- Recognize contributions of others and value their opinions.
- All members of the community are responsible for and expected to exemplify and promote civility, integrity, and concern for the common good.
- Demonstrate and promote fair and just treatment; practice forgiveness and compassion.

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Adopted by San José-Evergreen Community College District Board of Trustees on 10.8.2013

## Building Community & Civility Consortium – Ongoing Prioritized Tasks

(Revised 4.15.2015; 5.1.15; 6-16; 2.8.2017; 9.14.2017; 04.12.2018, 02.24.2020)

### “Civility”

#### Accreditation Standard II.A.3.C

##### Student Learning Programs and Services

*“A recognition of what it means to be an ethical human being and effective citizen: qualities include an appreciation of ethical principles, civility and interpersonal skills; respect for cultural diversity, historical and aesthetic sensitivity; and the willingness to assume civic, political, and social responsibilities locally, nationally, and globally.”*

Note: For each *recommendation (italicized)*, a priority (**boldface**) was determined and participants volunteered as Task Leaders (underlined) for implementation of tasks.

#### **A. Civility Statement - Priority 1**

*Formulate a Statement of Civility for SJECCD for adoption by the Board of Trustees.*

	<b>Action Items</b>	<b>Team Members (*Lead)</b>	<b>Due Date (and milestone dates as applicable)</b>	<b>Status</b>
1	Place statement in appropriate college and district publications (catalogue and adjunct faculty handbook), including a brochure for wide dissemination.	<u>Sam Ho</u>	Date for review: Spring 2020	Ongoing SJCC and EVC statement in current catalog. Widely distributed through monthly emails on history/heritage/cultural celebrations.

#### **B. Campus Climate – Priority 2/3**

1. Develop and administer a district-wide climate survey in order to evaluate Colleges, Workforce Institute/CEM and District attitudes at least every two years.

	<b>Action Items</b>	<b>Team Members (*Lead)</b>	<b>Due Date (and milestone dates as applicable)</b>	<b>Status</b>
1	Conduct and administer a survey and will coordinate	<u>Manager of the Institutional Effectiveness</u>	Surveys:	<u>Assess</u> progress

	with Consortium and college/district entities, as appropriate. Compare with previous survey(s).	<u>Student Success &amp; Research Office</u>	1 <sup>st</sup> : Spring 2013 and 2 <sup>nd</sup> : Spring 2015. 3 <sup>rd</sup> : Spring 2017; 4 <sup>th</sup> : Spring 2020 (to be conducted by a firm)	on challenges identified in the surveys. Develop additional survey questions.
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2. Develop/provide an electronic site for collection of civility-related material. **Priority 3**

	Action Items	Team Members (*Lead)	Due Date (and milestone dates as applicable)	Status
1	Work with Instructional Technology to create and maintain civility e-portfolio.	<u>Celia Cruz (SJCC)</u>	Date for review: each semester	Ongoing. Created and is available access by all other District websites.
2	Coordinate with Professional / Staff Development Center or appropriate entity for instructional portion of site.	<u>Celia Cruz &amp; Sam Ho</u> (with Nasreen Rahim and/or Shashi Naidu at EVC)	Dates for review: Monthly	Ongoing. See SJCC Web Site, Professional Development Page**. EVC and DO have links.

\*\* Eportfolio Website: <http://www.sjcc.edu/faculty-staff/professional-development-center>

3. Sponsor at least one workshop per academic year for staff and others in the community on community building, civility and civil discourse - **Priority 2**

	Action Items	Team Members (*Lead)	Due Date (and milestone dates as applicable)	Status
1	Offer workshop on community building, civility and civil discourse at Spring and/or Fall	<u>BC3 Consortium</u>	Annually	Ongoing.

	PDD each year.			
2	Collaborate with the Consortium to offer annual instructional event for staff, possibly a webinar or roundtable related to civility.	<u>SJCC Celia Cruz and EVC Ambica Gill, Professional / Staff Development Center Directors</u>	Annually	Ongoing

4. Recognize contributions by staff and students to the campus and community. **Priority 2**

	Action Items	Team Members (*Lead)	Due Date (and milestone dates as applicable)	Status
1	Organize staff award event each year.	<u>Staff Development Committee(s) and President's Office(s), Chancellor/HR/WI</u>	Spring or fall of each year	Employee recognition at each college, D.O. including WI.
2	Continue to feature outstanding staff and District members in District newsletter.	<u>Chancellor's Office</u>	Periodically	Ongoing

5. Assure training in effective use of email and monitor effect of District Email Guidelines and Etiquette. **Priority 1**

	Action Items	Team Members (*Lead)	Due Date (and milestone dates as applicable)	Status
	Request HR in combination with IT to provide regular training on use of email and in new employee training.	<u>District HR and Instructional Technology</u>	Annually	Ongoing
	Monitor effectiveness of District Email Guidelines.	<u>BC3 Consortium</u>	Each Spring	Ongoing

6. Organize training for awareness and prevention of sexual harassment/violence - **Priority 1**

Action Items	Team Members (*Lead)	Due Date (and milestone dates as applicable)	Status
Conduct surveys of problem.	<u>Human Resources, District Harassment Officer(s), College Title IX Administrators, and District Office of Research and Institutional Effectiveness</u>	Every two years (Spring)	Ongoing
Provide annual training to promote gender respect and equity, and educate toward awareness/prevention of sexual harassment and assault and provide support to victims.	<u>Human Resources, District Harassment Officer(s), College Title IX Administrators, Chancellor's Office, and President's Office(s)</u>	Annually	Ongoing. All managers are required for training every two years.

7. Request HR to provide training and to establish protocol to observe/report at-risk members of the community. **Priority 2**

	Action Items	Team Members (*Lead)	Due Date (and milestone dates as applicable)	Status
1	Establish protocol to observe/report at-risk members of the community on District premises. Provide BC3 Consortium access to crisis statistics, crime statistics and OCR responses as appropriate.	<u>HR and District Police</u>	Each Spring	Ongoing

8. Role and Responsibility of Human Resources regarding workforce climate, standards and training.  
**Priority 1**

Action Items	Team Members (*Lead)	Due Date (and milestone dates as applicable)	Status
Work with HR and Office of Diversity to encourage a respectful discussion on civility as it relates to multi-cultural and diversity issues.	<u>HR, BC3, and Office of Diversity</u>	Each semester	Ongoing
Work with HR, Office of Diversity and others to ensure specific reference to civility, positive climate standards, cultural and global competence in staff orientations and in periodic workshops.	<u>HR, Office of Diversity, and Chancellor's Office – for Accreditation issues</u>	Each semester	Ongoing

9. Promote a District community which emphasizes quality relations among members & shared common goals

Action Items	Team Members (*Lead)	Due Date (and milestone dates as applicable)	Status
Organize at least one trust-building and/or community-building activity per academic year	<u>BC3, Chancellor and Presidents</u>	Each semester	

**C. Publications**

Review District publications for appropriate insertion of language that encourages civility.

	Action Items	Team Members (*Lead)	Due Date (and milestone dates as applicable)	Status
1	Review college/district	<u>Chancellor's Office</u>	Each	Ongoing

	documents for language related to mutual respect, civil discourse, civility.		semester	
2	Strengthen review all college and district written/electronic publications for “tone.”	<u>All managers and group leaders</u>	Each semester	Ongoing Civility Statement on <b>all</b> websites.
3	Set guidelines for publications (and publication photographs for inclusiveness) for those responsible for District and College publications and marketing	<u>BC3 Consortium and department / division / campus managers</u>	Each semester	Ongoing

#### D. Faculty and Staff

*Create and sustain a mentor program for new staff members and provide ongoing training. **Priority 1***

	<b>Action Items</b>	<b>Team Members (*Lead)</b>	<b>Due Date (and milestone dates as applicable)</b>	<b>Status</b>
1	New staff orientation includes Civility Statement. Create ongoing mentor program. Add Civility section to Faculty Handbook. Orientation for new staff and adjunct faculty to contain Civility Statement and discussion.	<u>Professional Development Center and HR (Eileen Luna and/or Elvira Valderrama</u>	Each semester	SJCC includes Civility Statement in the Adjunct Handbook; EVC doesn't have handbook but will include it with other documents distributed to all new adjuncts; the District no longer produces a Faculty Handbook.

*2. Provide staff training for those who have initial and/or frequent contact with students or high public interface, including phone protocol and “customer service” for all staff. **Priority 1***

	<b>Action Items</b>	<b>Team Members (*Lead)</b>	<b>Due Date (and milestone dates as</b>	<b>Status</b>
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			<b>applicable)</b>	
1	Organize annual workshops on civility and civility-related issues.	<u>BC3 and HR</u>	Annually	Variety of workshops at both colleges.

3. Create a compendium of “best practices” that encourage civility by asking, “What civility practices work best for you?” **Priority 2/3**

	<b>Action Items</b>	<b>Team Members (*Lead)</b>	<b>Due Date (and milestone dates as applicable)</b>	<b>Status</b>
1	Request Academic Senate, Classified Senates (CSEA), Associated Students, MSC annually (or more frequently) – solicit a list of what practices work best from staff/students to post on civility eportfolio.	<u>Sam Ho</u> and Consortium members.	Date for review: each semester	Ongoing Offer contest to encourage participation.
2	Work with Chancellor and College Presidents and/or managers to ensure an annual discussion of civility at area meetings.	<u>College Presidents and/or Managers</u>	Each semester	Ongoing

**E. Instruction**

1. Suggest statements to include in course syllabi delineating expectations of civility, mutual respect, and civil conduct in the classroom to post on civility instructional e-portfolio.

	<b>Action Items</b>	<b>Team Members (*Lead)</b>	<b>Due Date (and milestone dates as applicable)</b>	<b>Status</b>

1	Solicit statements from faculty to post on civility e-portfolio.	BC3 to contact Academic Senate Presidents and/or academic leaders	Each semester	Ongoing
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2. Create a web-based instructional service site, which provides advice on a variety of classroom instructional techniques.

	Action Items	Team Members (*Lead)	Due Date (and milestone dates as applicable)	Status
1	Assemble material on the development of course outlines / pedagogical strategies (such as Collaborative learning and group discussion models) emphasizing civil discourse to post on civility e-portfolio.	<u>Celia Cruz</u>	Date for review: each semester	Ongoing

3. Provide resources to faculty to include in class discussion during a semester for expectations of open dialogue, mutual respect and civility. Not a directive.

	Action Items	Team Members (*Lead)	Due Date (and milestone dates as applicable)	Status
1	Provide encouragement and resources for faculty. For example, e-portfolio. Develop flier to advertise e-portfolio.	<u>Academic leaders</u>	Date for review: each semester	Ongoing
2	Request athletic coaches to include treatment of civility in team presentations.	<u>EVC Mark Gonzales</u> <u>SJCC Lamel Harris</u>	Date for review: Each semester	Ongoing

## F. Student Affairs: Priority 1

1. Demonstrate to new students welcome during first week of each semester. **Priority 1**

	Action Items	Team Members (*Lead)	Due Date (and milestone dates as applicable)	Status
1	Be visible at colleges during the first week of the semester to answer questions, provide welcome (note: SJCC and EVC Week of Welcome). Provide Civility handouts.	<u>Administrators and student services staff</u> (BC3 representatives to coordinate with College staff).	Date for review: each semester	Ongoing at both colleges.

2. Encourage student involvement in college governance and activities.

	Action Items	Team Members (*Lead)	Due Date (and milestone dates as applicable)	Status
1	Request all staff each semester to take every opportunity to encourage student involvement in college governance and activities.	<u>Ongoing by All (including Chancellor, Presidents, Student leaders)</u>	<u>Ongoing by All</u>	Ongoing
2	Include civility material in student leadership documents.	<u>Directors) of Student Development &amp; Activities</u> (Raniyah Johnson at EVC and Blake Balajadia at SJCC)	Each semester	Ongoing
3	Coordinate with college newspaper advisors for publicity.	<u>EVC Sterling Warner; SJCC Farideh Dada</u>	Each semester	Ongoing - SJCC news advisor willing to Include civility material

3. Review Student Services policies for “tone” and possible inclusion of civility statement in standards/expectations of student conduct. **Priority 1**

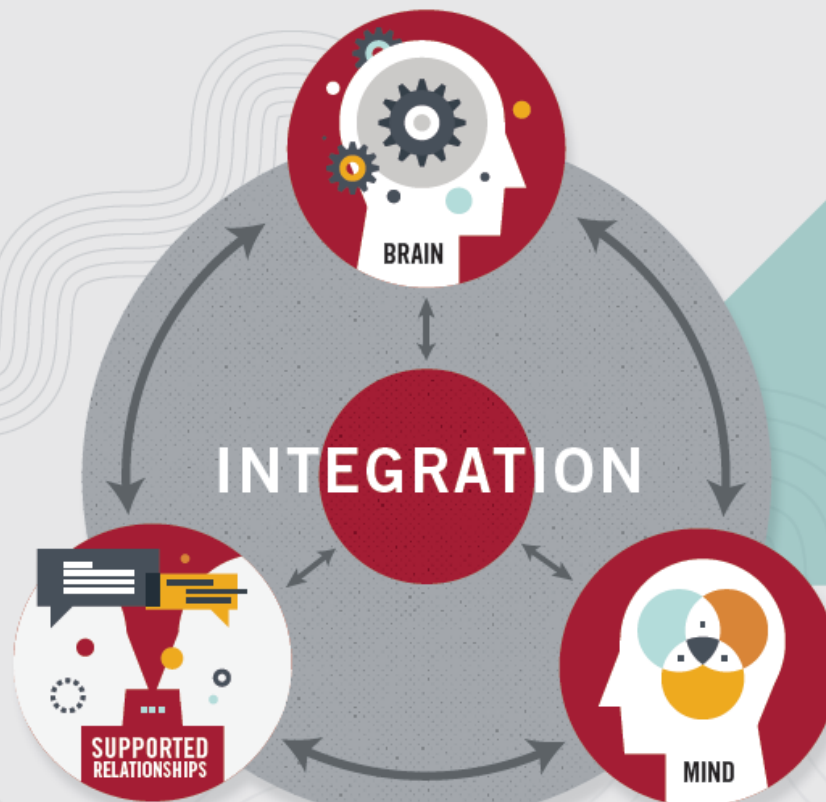
	Action Items	Team Members (*Lead)	Due Date (and milestone dates as applicable)	Status
1	Review and suggest revision to existing policies to include civility.	<u>VP of Student Affairs</u>	Date for review: Each semester	Ongoing

**G. Public Space**

	Action Items	Team Members (*Lead)	Due Date (and milestone dates as applicable)	Status
1	Organize posting signs in public places defining mutual respect and civility <b>Priority 1</b>	<u>Directors) of Student Development &amp; Activities (Raniyah Johnson at EVC and Blake Balajadia at SJCC)</u>	Each semester	SJCC has posters in Student Center.
2	Organize every two years at both colleges a student poster contest promoting civility and civil discourse.	<u>College art faculty and Directors) of Student Development &amp; Activities</u>	Every two years, fall semester.	Ongoing; Student Civility poster distributed widely in District.
3	Working with arts faculty and Facilities Committees to provide public spaces on campus with art, colorful surroundings, comfortable seating, and meaningful signage. Public art in new facilities. <b>Priority 3</b>	<u>Facilities Committee Chairs at each college &amp; others as appropriate.</u>	Each semester	Ongoing.  Consider murals.
4	Identify existing space for more student and staff conversation/meeting. Priority for new construction <b>Priority 1</b>	<u>Facilities Committee Chair and VP of Administrative Services</u>	Each semester	Ongoing
5	Request respective College and District Facilities Committees to conduct annual review of signage with consideration for	<u>College Facilities Committee and District Facilities leadership team</u>	Each fall semester	Ongoing

	currency, clarity, usefulness, and welcome to our community			
6	Inform construction contractors to increase public meeting space in conjunction with new campus construction and remodeling. <b>Priority 3</b>	<u>Chancellor's Office and Manager(s) of construction projects</u>	Each semester	Ongoing

# HEALTHY ORGANIZATIONS



**HEALTHY CULTURE:** One that is integrated; in which individuals can thrive and participate in supported relationships. Organizations, like other healthy complex systems, have the ability to perceive their internal state, to reflect on experiences, and encourage interconnectedness.



**SUPPORTED RELATIONSHIPS**  
**How organizations interact**  
 Organization is aware of its role in society, externally; people experience supported relationships internally.



**BRAIN**  
**How organizations Function**  
 Healthy organizations work easily up and down and across the organizational structure. Both the right-brained strategic activities and the left-brained executional activities are needed and respected.



**MIND**  
**How organizations think about Themselves**  
**Flexible:** able to be easily modified to respond to altered conditions  
**Adaptable:** able to adjust to new conditions  
**Coherent:** united as or forming a whole  
**Energized:** motivated, stimulated, vital  
**Stable:** not likely to change or fail

*think carefully . listen attentively . speak respectfully*



**CIVILITY STARTS HERE**

