

## SJECCD DISTRICT COUNCIL MEETING MINUTES

March 22, 2018

3:00—5:00 p.m.

SJCC, Technology Building – T-112

### Attendees:

D. Budd (Chancellor), D. Smith (Vice Chancellor), B. Seaberry (Vice Chancellor)  
K. Aytch (EVC Interim President), R. Montemayor (VP, Student Affairs)  
J. Bills (AFT 6157), J. Covarrubias (SJCC Academic Senate President), E. Narveson (EVC Academic Senate), S. Graham (EVC Academic Affairs), D. Hawkins (CSEA 363), Faustino Villa (CSEA 363), S. Alvarez (CSEA 363), A. Lopez, (CSEA)  
A. Herrera (MSC)  
W. Watson (CEM)

### Other Attendees:

Sam Ho, A. van Ommeren, Lisa Owen

### Absent

B. Clift Breland (SJCC President)  
K. Garcia (Vice Chancellor),  
J. LeDee (CSEA)  
D. Micetich (EVC College Council)  
P. Fong (AFT 6157)  
A. Tanon (MSC)  
F. Gonzalez (DO Academic Senate President)  
L. Harris (SJCC College Council)  
EVC and SJCC Student Government

### Recorder:

S. Brusseau

Dr. Budd commented that we will be reviewing Board Policies and Procedures and noted the importance that everyone is very clear on our existing process and how those procedures are reviewed. Dr. Budd thanked Dr. Owen for all of her work in updating these policies and procedures. Chancellor Budd reminded the group that if there is an area that does not make sense, we have a process in place to amend if a procedure is not working well.

### **1) Review of the Agenda**

Dr. Budd reviewed the agenda and added Strategic Priorities.

### **2) Approval of February 8, 2018 Meeting Minutes**

M/S/C (Hawkins/Villa) to approve the meeting minutes as presented.

### **3) RAM Highlights:**

VC Smith introduced RAM Co-Chair, Eric Narveson. Mr. Narveson reported that the RAM met on March 9 and March 16. The RAM has had five meetings in 2018 with our next meeting scheduled Friday, April 6. Mr. Narveson further reported that the RAM has produced and approved the new Resource Allocation Model flow chart. The committee has meticulously reviewed the district-wide services assessment and is currently deciding whether to examine the colleges. The committee decided to review maintenance, undistributed funds, and undistributed costs. The committee also agreed that when the formula is adopted, it would include a hold-harmless provision for at least the first two years, with 2/3 assistance in year-three, and 1/3 assistance in year-four, effectively using 100% of the formula by year-five. The next decision phase will include what percentages to assign to each individual area of the model itself, with programs and performance indicators being the variables. The RAM has asked the Research team for assistance in providing measurement data.

Mr. Eric Narveson added that the RAM is discussing the allocation of the Milpitas.

Mr. Covarrubias added that the RAM is also discussing accountability measures for the district, as appropriate.

Dr. Budd highlighted that the IESS team will be able to look at what we can measure in terms of student success, successful course completion, degrees and certificates, etc. Dr. Budd added that the conversation at the state level included discussions around numbers of degrees and certificates rather than the rate of degrees and certificates.

Mr. Covarrubias noted that part of the Academic Senate's concern is that only capturing FTES does not provide the entire picture, which is converse to Consultant Roy Stutzman's conclusions.

**4) Board Policies and Administrative Procedures:**

Dr. Owen noted that AP 2436 is the only item being brought in for first reading today, all other policies and procedures were previously reviewed.

Dr. Owen noted that all items in packet A had zero changes. Dr. Owen called for a motion to approve packet A. M/S/C (Narveson/Alexander) to approve Packet A as presented.

Dr. Owen reviewed Packet B and noted that these include slight changes. Dr. Owen called for a motion to approve packet B. M/S/C (Narveson/Aytch) to approve Packet B as presented.

Dr. Owen reviewed Packet C and noted that these policies and procedures include significant changes.

**AP 5030:** Dr. Budd asked if there has been discussion around allowing non-credit students to pay for the health fees. President Aytch agreed that this would be a more student-centered approach. The committee discussed and agreed to bring this AP back for further discussion to the 04/19/2018 District Council Meeting.

**BP 7250:** Mr. Covarrubias noted that this BP will be brought back to the next Academic Senate meeting as it has created quite a bit of discussion. Dr. Budd added that this BP was updated due to a new legal requirement announced from CCLC and asked that this BP be held until the Academic Senate has had a chance to review it again.

Dr. Budd reminded the group that every BP does not necessarily have a corresponding AP.

**AP 2436:** Dr. Budd noted that the goal of this procedure is to codify the existing procedure that already takes place. The committee discussed the use of the "360" as being confusing.

ACTION: remove "360"

ACTION: Bring BP 2436 and AP 2436 back to the next meeting.

**AP 4050:** Dr. Owen noted that there has been discussion about striking the word articulation in relationship to high schools, as we do not currently have articulation agreements with high school. Andrea Lopez noted that this has been a discussion of the taskforce, who concluded that we conduct more course alignment rather than articulation. Dr. Budd pointed out that the AP language states the word "encourage" not "required". Dr. Budd and President Aytch added that the District has continued to have an on-going conversation with the local high schools as we expand dual enrollment and CCAP's. Dr. Budd further clarified that this AP is speaking to how our district is working with other area high schools rather than outlining an agreement. After discussion, the committee agreed that articulation is not the correct word to use in this AP, as we are not accepting a high school level course as college credit, but we are rather we are working with high schools to provide our college-level courses to high school students that can earn both high school and college credit.

Dr. Owen called for a motion to remove the lined out section of AP 4050. M/S/C (Narveson/Alexander) to approve the motion made by Dr. Owen.

ACTION: Dr. Owen will bring a new AP forward for review that includes the lined out language in AP 4050.

**AP 4100:** Pg. C-17 – change language to "each college annually updates the college catalog".

**AP 4231:** Mr. Covarrubias called attention to the highlighted note on Pg. C-39. Ben Seaberry noted that this is on the Technology Priority project list. The committee agreed to review this AP again in January 2019.

**AP 5010:** Pg. C-46 – The committee agrees to keep the stricken language in paragraph 3. The committee agreed to add under Admissions Eligibility on Pg. C-46 – "The authority to oversee the admissions of eligible students is delegated to the Director of Admissions and Records/[Dean of Enrollment Services](#)"

**AP 5055:** Dr. Budd requested adding Promise Students in the matrix located on Pg. C-71. Andrea Lopez noted that the committee decided to leave it as "any other group as determined by the College President" in order to avoid the requirement to include all other initiatives in this chart.

**AP 5400:** Pg. C-78 – Remove "Organization" and add "Government" from the title of the AP.

Dr. Owen called for a motion to move packet C forward. M/S/C (Narveson/Hawkins) to approve the motion made by Dr. Owen.

Dr. Budd thanked the District Council as well as the Policies and Procedures committee for all of their work on this project. Dr. Budd distributed a summary document of the SJECDD District Process for establishing Board Policies and Administrative Procedures. Dr. Budd noted the importance of clarity around this process and added as a reminder, this District Council reviews and approves Administrative Procedures, and submits all approved Administrative Procedures to the Board each November. Board Policies are reviewed by this District Council, and are submitted to the Board for a first reading followed by adoption.

**5) Annual Report:**

Dr. Budd noted that the annual report is complete and copies will be distributed at the next District Council meeting.

**5a) Strategic Priorities Report:**

Dr. Budd congratulated Dr. van Ommeren and her team for the great work on the Strategic Priorities report. Dr. van Ommeren summarized that there are approximately 24 objectives in the report, 18 of which are covered during IESS's quarterly reports to the Board of Trustees. Dr. van Ommeren reminded the group that after the many focus groups held on the campuses, the colleges are continuing their work on their own College Strategic Plans and IESS will be sharing that focus group information with the colleges shortly. We are updating our webpage to include links to this document and other information.

**6) Accreditation Reports/Upcoming Visit:**

VP Montemayor reported that SJCC's accreditation report was submitted last Thursday. The campus is now working on visit preparations, which includes a conference call with the site team lead as well as interviews with campus personnel. VP Montemayor shared that he is happy to report that when the site visit begins SJCC will have only three in-process evaluations. VP Montemayor noted that the College President and the entire team are very prepared for the visit and extended thanks to the Chancellor for her leadership and to President Aytch for his collegial support through this process.

President Aytch reported that EVC submitted their copy this week and are continuing to do work on the QFE.

Dr. Budd clarified that SJCC was required to submit a report and receive a 1-day site visit, and EVC was required to only submit a report. The next steps include the accreditation committee meeting in June, followed by the report, with a mid-term report two and a half years from that time.

**7) Guided Pathways:**

Dr. Budd expressed her gratitude to the campuses and their teams for the great work on guided pathways.

President Aytch reported that the team has continued their work with Rob Johnstone and noted that the two-year report will be submitted at the end of March. The core group is continuing to meet monthly which includes two significant Math and English Faculty leading the group.

VP Montemayor reported that the Academic Senate approved SJCC's plan and is set to be completed as of March 30<sup>th</sup>. SJCC is in discussions to hold a summer bridge program where students one or more levels below are placed in STATway or Statistics for the summer in an effort to connect guided pathways and AB 705. A preliminary work plan exists at SJCC for AB 705.

Mr. Covarrubias reminded the group that while we have many people working on these initiatives, we must be mindful in terms of technology resources and infrastructure needed to implement them. Mr. Covarrubias further cautioned the multiple initiatives that individuals are already tasked with; we need to be cautious when adding to the work.

President Aytch reported that EVC recently updated the ACCJC Annual Report which is due on March 30<sup>th</sup> and extended thanks to Vice Chancellor Smith's office for the great assistance provided to the college.

President Aytch noted, in reference to AB 705, Laura Hoag sent out an update to the language today.

VP Montemayor added that SJCC is working collaboratively with EVC on the self-guided assessment and is nearly ready to launch. Both should launch around the same time.

**8) PDD Activities:**

President Aytch reported that EVC will be opening with a presentation by Rob Johnstone that will include a bit of AB 705. EVC will hold a series of six different workshops including emergency preparedness.

Dr. Budd requested that in the future we try to not schedule our PDD's the same dates as the Plenary Conference.

VP Montemayor reported that AB 705 and Guided Pathways will be the main focus.

**9) Committee Reports:**

District Budget Committee: VC Smith reported that the next District Budget Committee is scheduled for April 26<sup>th</sup> where the Third Quarter Budget Report will be reviewed.

Technology Planning Group: VC Seaberry reported that ITSS will be launching the Student Technology Survey. This survey is framed after the survey used by the nationally recognized Educause organization. The last survey was conducted two years ago, so with the new information gathered this year, we will be able to look at the data longitudinally allowing for further analysis.

VC Seaberry noted that he would like to demo the newly launched project site at the April District Council meeting.

VC Seaberry added that in terms of the Technology Plan Initiatives that are scheduled to be updated this year, he would like to add an initiative of "using IT to support Guided Pathways". Additionally, the team would like to conduct an inventory of the existing technology initiatives to see how they line up with the campus needs.

Lastly, VC Seaberry requested the constituent leads to provide him with names as to who they would like to select for the Tech Planning Group next year. VC Seaberry will send an email with this request.

Dr. Budd thanked VC Seaberry and the team for all of their work with the District Tech Plan, which will set us up with spending our bond dollars.

**College Councils:**

EVC: President Aytch reported that EVC is looking at three key information items including the bond prioritization list for approval, 18 program reviews for approval, and the resource allocation of \$150k to different programs on campus.

SJCC: VP Montemayor highlighted Faculty member Leslie Rice who conducted a presentation on the impact of going from 1-2 ESL classes to approximately 350 students as a pathway for students to the college as well as a way for parents to navigate the educational system.

Dr. Budd added that it would be great to inform parents of the adult ed. as we conduct outreach to the local schools.

**10) Other Items:**

Dr. van Ommeren reported that the first IESS Committee meeting will be held in April with the agenda coming out shortly.

Dr. Budd asked that the District Technology Charge be reviewed at the April District Council meeting with consideration being given as to if this group should now become a committee.

The meeting adjourned at 4:53 p.m.