



SJECCD DISTRICT COUNCIL MEETING MINUTES

April 23, 2020

Location: Zoom

[SharePoint Site Link](#)

Member Attendees:

A. Herrera (MSCC), Alex Lopez (SJCC Academic Senate President), Andrea Lopez (SJCC Classified Senate), B. Breland (Chancellor), B. Chaidez (Vice Chancellor Human Resources), B. Lopez (EVC Classified Senate), B. Pratt (SJCC College Council), B. Seaberry (Vice Chancellor), D. Hawkins (CSEA 363), D. Micetich (EVC College Council), D. Noldon (EVC President), E. Ayala-Austin (MSCC), F. Espinoza (EVC Academic Senate), J. Covarrubias (District Academic Senate), J. Luis Pacheco (CSEA 363), J. Escobar (Interim Vice Chancellor Administrative Services), J. LeDee (Classified Senate), J. Lugo (CSEA 363), P. Fong (AFT 6157), P. Hu (AFT 6157), R. Pratt (EVC Academic Senate), R. Tomaneng (SJCC President), S. Alvarez (CSEA 363), S. Minjares (CSEA 363)

Other Attendees:

J. Pace, R. Brown, S. Brusseau, A. Machamer

Absent:

W. Watson (CEM)

1. Approval of the Agenda:

- a. M/S/P; Ayes – 24, Opposed – 0, Abstentions – 0, Absent –
 - i. Motion made by D. Micetich; Seconded F. Espinoza to approve the agenda as submitted.

2. Approval of the March 26, 2020, Meeting Minutes:

- a. M/S/P; Ayes 23 – , Opposed – 0, Abstentions – 1, Absent –
 - i. Motion made by A. Herrera; Seconded R. Pratt to approve the March 26, 2020 meeting minutes as submitted.

3. COVID-19 Update:

- a. Chancellor Breland reminded the group that after careful review and consideration by the District Emergency Operations Team, an all-district email was sent out yesterday morning announcing the extension of the remote work/learn status through July 23. If the County chooses to lighten restrictions between now and then, the District may decide to begin transitioning back into the physical workspace environment, but this decision will depend on the direction from the County.
 - i. Communications Report – Ryan Brown:
 - 1. The Chancellor’s Office is continuing to send district-wide communications with student communications being coordinated at the campus level. All leadership groups are making an effort to be aware of “e-mail fatigue” and attempt to not flood inboxes with too much information.
 - 2. The Virtual Campus and COVID-19 landing pages are updated regularly.
 - 3. The Work-From-Home Employee Survey will remain open until Monday, April 27, with a reminder email to be sent out this Friday, April 24.
 - 4. The Chancellor’s Series will be continuing. [See the first release here.](#)

- ii. Fiscal/Facilities/Bond/Police Services Report – Jorge Escobar:
 - 1. A big portion of these meetings has focused on student reimbursement, expenditure tracking, deadlines, etc.
 - 2. The CARES Act Relief Funds are coming from the Department of Education of which we will receive \$6.1M. Fifty percent of these funds are specified for student health with a qualifier that these students have gone through the financial aid process. These funds go straight to the students to pay for what the student needs. Unfortunately, certain populations of students (i.e. DACA students) do not qualify for these funds due to the current set of requirements. The other 50% of the CARES funds will go towards institutional management, conversion to the online platform, etc.
 - 3. Fiscal continues to work with the colleges on prorated reimbursements, pay for hourly employees, communication stipends, federal work students, delay of collections for spring term, etc.
- iii. Technology – Ben Seaberry:
 - 1. The Technology EOC Subcommittee has been reviewing the technology needs at each of the colleges.
 - 2. Approximately 40% of laptops ordered have been received and are being prepared for disbursement to staff and students.
 - 3. ITSS is working on an order of 1000 for each college for the possibility of continuing in remote status through the fall semester.
 - 4. The State has provided programs such as Labster and Proctorio for integration into CANVAS.
 - 5. ITSS offers a softphone feature that allows staff to use their computer like their office phone.
 - 6. ITSS is preparing virtual computers for use by Faculty and Staff from a home computer. These virtual computers would be accessed via the cloud.
 - 7. Reprographics continues to be on-site from 9-1 every MWF and are available to make hard copies of documents.
- iv. Human Resources:
 - 1. HR continues to work with the various constituency groups to draft MOUs. HR is currently working on an MOU with AFT.
 - 2. HR is continuing business as usual with the incorporation of digital signatures and forms.
 - 3. HR continues to send out weekly newsletters as a way to connect with employees, address frequently asked questions, etc. Some highlights have included Payroll information, AP Resources, and information around the Families First Coronavirus Response Act.
- v. Instruction and Educational Services:
 - 1. The next EOC Instruction and Educational Services Subcommittee meeting will focus on summer transition planning, CARES Funding and Financial Aid grant funding.
 - 2. This group's work prior to spring break focused on the emergency withdrawal process and process to petition for refunds, enrollment management strategies, etc.
 - 3. The next stage of this will be to focus on outlining simple processes that can be shared with faculty and staff for easy communication to students.

vi. Discussion:

1. B. Lopez raised concern around student homelessness and the effect that going online will have on the Athletics program.
 - a. President Tomaneng shared that both colleges are part of the Statewide Real College Consortium hosted by the Hope Center. This organization focuses on Food and Housing Insecurity. The colleges continue to participate in the webinars put on by the Hope Center and continue to look at how the CARES Act funds can be distributed in line with the Hope Center's guidelines and our own student equity planning work.
 - b. President Noldon further encouraged faculty to make campus leadership aware of any student that may bring these issues up so that the college has the opportunity to reach out and get them the help that they need.
2. Andrea Lopez commented that the District and Colleges have done a great job in dealing with this emergency and added the importance of helping those students that are not familiar with the online learning environment. Some students simply do not have access to charge technology equipment let alone, have the equipment available at all. Additionally, we should encourage faculty and staff to let those students know of the withdraw process should they find this is the route they need to take.
3. R. Pratt noted in terms of mental health, this is a stressful time for all especially the students; however, each of the colleges has only one mental health support position. We may want to review these types of services as we move into the summer. Additionally, we do not want to forget about our student athletes. They are still our students even though athletic programs are currently on hold.
4. F. Espinoza requested a snapshot of the current data in regards to our enrollment and whether it is following the historical pattern of increased enrollment during economic downturns. A. Machamer noted that she would provide this information offline.

4. College Highlights:

- a. SJCC - President Tomaneng:
 - i. San Jose Promise: SJCC Counselors are working hard to ensure incoming students and continuing students are participating in orientation activities. Approximately 340 applications have been received so far, including applications from Milpitas.
 - ii. Guided Pathways: SJCC's core group has continued to meet and is working closely with the Statewide Coordinator, Katherine Bergmann.
- b. EVC Acting President, Noldon:
 - i. Guided Pathways: EVC is close to completing its mapping for MyPath. It is currently in the testing phase.
 - ii. AB 705: With the ELS AB 705 deadline approaching, ESL staff continue to create non-credit courses for the fall. EVC is also continuing its work on the development of a placement assistance tool. All level-below courses have been eliminated.

5. Accreditation Update:

- a. EVC brought a draft report to the Academic senate and will present to the Classified Senate tomorrow.
- b. SJCC is on track for the annual report with a plan to bring the midterm report to Academic Senate and Classified Senate later this month in order to complete by May. ACCJC continues to send reminders to ensure distance education compliance requirements are followed.

6. Board Policy & Administrative Procedures:

- a. J. Pace reminded the Committee that due to the conference cancellation CCLC has still not released the spring policy updates. She will provide updates to this group once they are received.
- b. J. Pace shared the [AP BP Review Status Document](#) and emphasized that those areas highlighted in purple have gone through a first reading but still require a lot of work.

7. Human Resources:

- a. AVC Chaidez provided the [EEO Diversity Plan](#) for review and highlighted page 47 that captures the District's new hire demographics. The group is invited to look at the plan in its entirety for a more detailed view of the District's commitment to diversity over the past many years.

8. Committee Reports:

- a. District Budget Committee:
 - i. VC Escobar reported that the DBC met today just before the District Council meeting and highlighted the need to continue to work together through this crisis to continue to find ways to close education gaps and inequities.
 - ii. VC Escobar noted that as a district we are currently in a very good position to be able to absorb additional expenditures (technology, stipends, etc.) of approximately 2%-3% without having deeper conversations related to staffing or changes in expenses and practices. Further, however, VC Escobar called attention to the Mayor's Office, the County Assessor's Office and even the State Governor's office holding a very different perspective on these matters with the promises made in the State Budget in January being completely retracted.
 - 1. [Video from the County Assessor's Office](#)
 - iii. VC Escobar reported that the Budget Principles shared with the Trustees at a recent Board meeting would be brought through the Shared Governance process for review and input as part of 10+1.
- b. District Technology Planning Committee:
 - i. VC Seaberry reported that the committee recently met to revise initiatives, review the technology plan and discuss how the district and college can better leverage resources to help staff, faculty and managers get the tools needed to succeed in this new online environment.
- c. Institutional Effectiveness Committee:
 - i. Enrollment:
 - 1. ED Machamer noted that in terms of enrollment, all is fairly status quo; however, the data will likely change by Monday (04/27) due to the drop date this Friday (04/24). Late start and positive attendance are showing the highest drops thus far.
 - a. Chancellor Breland asked if there was a way to look at the data to review by age, gender, ethnicity, etc. so a more targeted outreach plan can be created.

- i. ED Machamer noted that the colleges are currently looking at these specifics and if there is any assistance that the District can provide we are happy to do so.
 - ii. Andrea Lopez agreed and highlighted the importance of looking at the data to understand those types of students that do not pass and how we can put services in place to assist them.
 - iii. Andrea Lopez posed the question if the pass/no pass deadline can be extended institutionally.
 - ii. ED Machamer reported that the Work from Home Survey would remain open until Monday (04/27). Approximately 300 responses have been received. In general, people feel confident in leadership and are happy with the work from home environment.
 - i. Andrea Lopez thanked the IESS team for recent Work from Home Survey and thanked the team for the inclusion of the Classified Professionals group.
 - d. College Councils:
 - i. EVC – President Noldon:
 - 1. EVC will meet on Monday
 - ii. SJCC – President Tomaneng:
 - 1. SJCC will meet tomorrow

9. Other:

- a. College Needs Assessment:
 - i. VC Escobar reported that the district is pursuing a compilation of [facility needs](#) alongside the update of the EMPs and FMPs.
- b. Fall Online:
 - i. J. Covarrubias highlighted that these are very uncertain times and noted that as we consider the fall, the sooner we can make a decision for planning purposes the better.
 - 1. Chancellor Breland noted that the District will be putting out some guidance in terms of preparing to be online in the fall, but cautioned that the County’s shelter in place orders may loosen before that allowing us to slowly open up. As far as instruction is concerned, we should plan for this through the fall.
- c. Chat Bot:
 - i. Andrea Lopez suggested the use of an online ChatBot be used on our website to assist in the data gathering and Q&A opportunities for students.
 - 1. R. Brown noted that we have been looking into options available.

10. Adjournment:

- a. The meeting adjourned at 5:15 p.m.