



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

CITY COLLEGE – MESA COLLEGE – MIRAMAR COLLEGE – CONTINUING EDUCATION

DISTRICT GOVERNANCE COUNCIL

May 4, 2016

3:00 p.m. – Room 245

AGENDA

- *1.0 Review Minutes of April 6, 2016
- *2.0 Review of Board Agenda for May 12, 2016
- 3.0 Additional Agenda Items
- 4.0 State Budget Update Carroll/Dowd
- *5.0 MOU Development and Approval Process Bulger
- 6.0 Roundtable

*Attachments

BOARD MEETING scheduled: Thursday, May 12, 2016 – 4:00 p.m.
District Office – Rooms 235/245

Next DGC MEETING scheduled: Wednesday, May 18, 2016 – 3:00 p.m.
District Office – Room 245

Visitors and observers are welcome. The District Governance Council (DGC) follows an open process and conducts open meetings. However, because of limited space, we ask that visitors sit in the extra chairs provided against the walls to leave room available at the table for voting DGC members. Your help is appreciated.



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE – MESA COLLEGE – MIRAMAR COLLEGE – CONTINUING EDUCATION

DISTRICT GOVERNANCE COUNCIL MINUTES

April 6, 2016

Present: Akers, Arancibia, Collins (for Bulger), Cortez, Erreca (for Beebe), Fremland, Hands (for Luster), Hsieh, Kovrig, Mahler, Manis, Maron, McMahon, Neault, Schmeltz, Surbrook, Watkins, Weinroth, and Chairperson Executive Vice Chancellor Dowd

Absent: Beebe, Beresford, Bocaya, Bulger, Harris, Hubbard, Larson, Luster

1. **APPROVAL OF MINUTES**

The minutes of March 16, 2016, were approved.

2. **REVIEW OF BOARD AGENDA**

The agenda for the April 14, 2016, Board Meeting was opened for review by Executive Vice Chancellor Dowd. Each item was discussed and satisfied.

3. **BUDGET UPDATE**

Executive Vice Chancellor Dowd walked the council through a draft version of the SDCCD 2016-2017 Preliminary Budget which will be presented at the April 14, 2015, meeting of the Board of Trustees.

Adjourned 3:45 p.m.

Chancellor's Office & Board of Trustees

BOARD MEETING

Thursday, May 12, 2016

2:50 p.m. Call to Order – Room 235/245

Followed by Closed Session – Room 300

4:00 p.m. Regular Business Meeting – Room 235/245

10 NEW BUSINESS

10.01 Consideration and adoption of a resolution in support of AB 2222 (Holden) Transit Passes.

10.02 Consideration and adoption of a resolution in support of AB 2364 (Holden) Public postsecondary education: exemption from nonresident tuition.

11 INSTRUCTIONAL SERVICES

11.01 Consideration and approval of new or revised courses and programs.

11.02 In the matter of the District's Allied Health Occupations programs authority is requested to enter into agreements with health care agencies for use of clinical facilities by students enrolled in District Health Occupations and Alcohol and Other Drug Studies Programs during the 2015-2016 fiscal year.

12 STUDENT SERVICES

12.01 Authority for San Diego City College to conduct the following Summer 2016 classes in San Jose, Costa Rica: Spanish 102, Spanish 201, Spanish 210, Spanish 211, and Spanish 290. The four week Summer 2016 language immersion program will begin with a May 24, 2016, arrival day in Costa Rica and end June 23, 2016. This program is sponsored by the Department of Languages at San Diego City College and will be led by the professor of record, Rosalinda Sandoval.

12.02 Authority is requested to begin the San Diego Mesa College Archaeological Field School as part of the Ucanal Archaeological Project in Guatemala departing on June 5, 2016, and returning August 5, 2016.

12.03 In the matter of the Ucanal Archaeological Project in Guatemala, authority is requested to allow participation for Dr. Ryan Mongelluzzo, Archaeology/Anthropology Professor, and Andrianna Dowell, San Diego Mesa College student. This San Diego Mesa College Archaeological Field School trip for Anthropology 290: Independent Study in Archaeological Field Research is scheduled for June 5, 2016, through August 5, 2016.

12.04 In the matter of the San Diego Mesa College overnight field trip to the Julian and the Anza-Borrego Desert State Park, authority is requested to allow students and faculty of Geology 100, 101 and 104 to participate in an overnight field trip to Julian, California, and Anza-Borrego Desert State Park, May 7-8, 2016.

12.05 Consideration and adoption of the CCAP Partnership Agreements; and
PUBLIC HEARING on: Approval of the CCAP Partnership Agreements.

13 BUDGET AND FINANCE

- 13.01** Consideration and adoption of a Resolution in the matter of changing the amount for the San Diego City College Revolving Cash Fund.
- 13.02** In the matter of the Neighborhood Reinvestment Program Grant at San Diego Miramar College, awarded by the County of San Diego, authority is requested to:
1. Enter into an agreement with the County of San Diego, through the Neighborhood Reinvestment Program Grant, to provide funding for Fire Technology equipment to be delivered in the 2015-2016 fiscal year; and
 2. Accept, budget and spend \$44,091 in the 2015-2016 General Fund/Restricted Budget.
- 13.03** Approval of the District's Report of Participation in the San Diego County Investment Pool for the period ending March 31, 2016.
- 13.04** Approval of purchase orders prepared during the period of April 1, 2016, through April 30, 2016.
- 13.05** Approval of the 2015-16 3rd Quarter Financial Report, CCFS-311Q.
- 13.06** In the matter of the purchase and delivery of Police Academy Equipment and Accessories at Miramar College, authority is requested to award Request for Bid #16-08 SN to Title Boxing and Samurai Sports, the lowest, most responsive and responsible bidder.

14 HUMAN RESOURCES

- 14.01** Certification of short-term personnel service effective on or after May 13, 2016, per California Education Code Section 88003.
- 14.02** Approval of academic, classified, substitute and student personnel actions relating to appointments, assignment changes, salary changes, status changes, leaves of absence, separations and volunteerism during the period April 1, 2016, through April 30, 2016.
- 14.03** In the matter of Extended Opportunities Programs and Services (EOPS) at San Diego Mesa College, authority is requested to:
1. Delete a 1.0 FTE 12-month counselor coordinator, (\$6,239-\$9,121), AFT/Faculty position, per the attached organization chart; and
 2. Re-establish a defunded, vacant 1.0 FTE, 12-month, EOPS Director, Range 15, (\$6,966-\$11,130), Management Salary Schedule, per the attached organization chart.

14 HUMAN RESOURCES (Continued)

- 14.04** In the matter of reorganization of the San Diego Mesa College Administrative Services, effective May 12, 2016, (contingent upon review by Human Resources) authority is requested to:
1. Delete 1.0 FTE vacant funded Accounting Technician position (#610012) from the Business Office, Range 21 (\$3,376-\$5,388) AFT/Office-Technical Unit per attached organization chart;
 2. Delete 0.4 FTE vacant funded Instructional Assistant, Learning Resources (#012022) from College Technology Services, Range 18 (\$3,133-\$4,697) AFT/Office-Technical Unit, per attached organization chart;
 3. Establish 1.0 FTE Occupational, Environmental Health & Safety Coordinator position, Range K (\$3,285.45-\$4,924.25) SPA Unit in Administrative Services, per attached organization chart; and
 4. Establish 1.0 FTE Instructional Lab Technician – Fine Arts/Ceramics, Range 23 (\$3,584-\$5,721) AFT/Office-Technical Unit, per the attached organization chart.
- 14.05** In the matter of reorganization of the San Diego Mesa College Printing and Mail Services, effective June 1, 2016, (contingent upon review by Human Resources) authority is requested to:
1. Delete 1.0 FTE vacant funded Mail Clerk position (#007719) from Printing and Mail Services, Range 9 (\$2,588-\$4,130) AFT/Office-Technical Unit per attached organization chart; and
 2. Establish 1.0 FTE Digital Color Assistant, Range 19 (\$3,193-\$5,096) AFT/Office-Technical Unit, per the attached organization chart.
- 14.06** In the matter of the Continuing Education English as a Second Language (ESL) program, effective May 13, 2016, authority is requested to:
1. Delete 1.0 FTE vacant Clerical Assistant position (#007722), Range 13 (\$2,781.09-\$4,439.25) AFT/Office Technical Unit; and
 2. Establish 1.0 FTE Sr. Clerical Assistant Range 18 (\$3,113.28-\$4,969.49) AFT/Office Technical Unit.
- 14.07** In the matter regarding reorganization of the Office of Vice President Of Student Services at San Diego Continuing Education, effective May 13, 2016, (contingent upon review by Human Resources) authority is requested to establish 1.0 Student Services Supervisor-I position (#00120054), Range 10 (\$4,801.59-\$8,016.44) Supervisory and Professional Administrators Association. The position will be funded by the San Diego Continuing Education Student Services Support Program (SSSP) Budget.
- 14.08** In the matter of Continuing Education Non-Classroom tenure track conversion to 11-month assignments effective July 1, 2016, (contingent up review by Human Resources) authority is requested to:
1. Increase 12.0 (10-month) Counselor positions and incumbents to 11-month Counselor positions, Class 1 (\$5,658.89-\$7,421.45) AFT Faculty Unit; and
 2. Increase 12.0 (10-month) vacant Counselor positions to 11-month Counselor positions (\$5,658.89-\$7,421.45) AFT Faculty Unit.

14 **HUMAN RESOURCES** (Continued)

- 14.09** Consideration and approval of the application of Daphne Figueroa, Professor at Miramar College, for participation in the Reduced Workload/Early Retirement Program.
- 14.10** Consideration and approval of the application of Colleen Fitzmaurice, Contract Faculty Instructor at Continuing Education, for participation in the Reduced Workload/ Early Retirement Program.
- 14.11** Consideration and approval of the application of Ronald Sandvick, Professor at Mesa College, for participation in the Reduced Workload/Early Retirement Program.
- 14.12** In the matter of the Equal Employment Opportunity Fund Multiple Method Allocation Model, approval and certification of the San Diego Community College District's Certification Form for Fiscal Year 2015-16 is requested.
- 14.13** In the matter regarding the District Office Human Resources Reorganization, effective May 13, 2016, (contingent upon review by Human Resources) authority is requested to implement the restructure according to the attached Organization Chart.

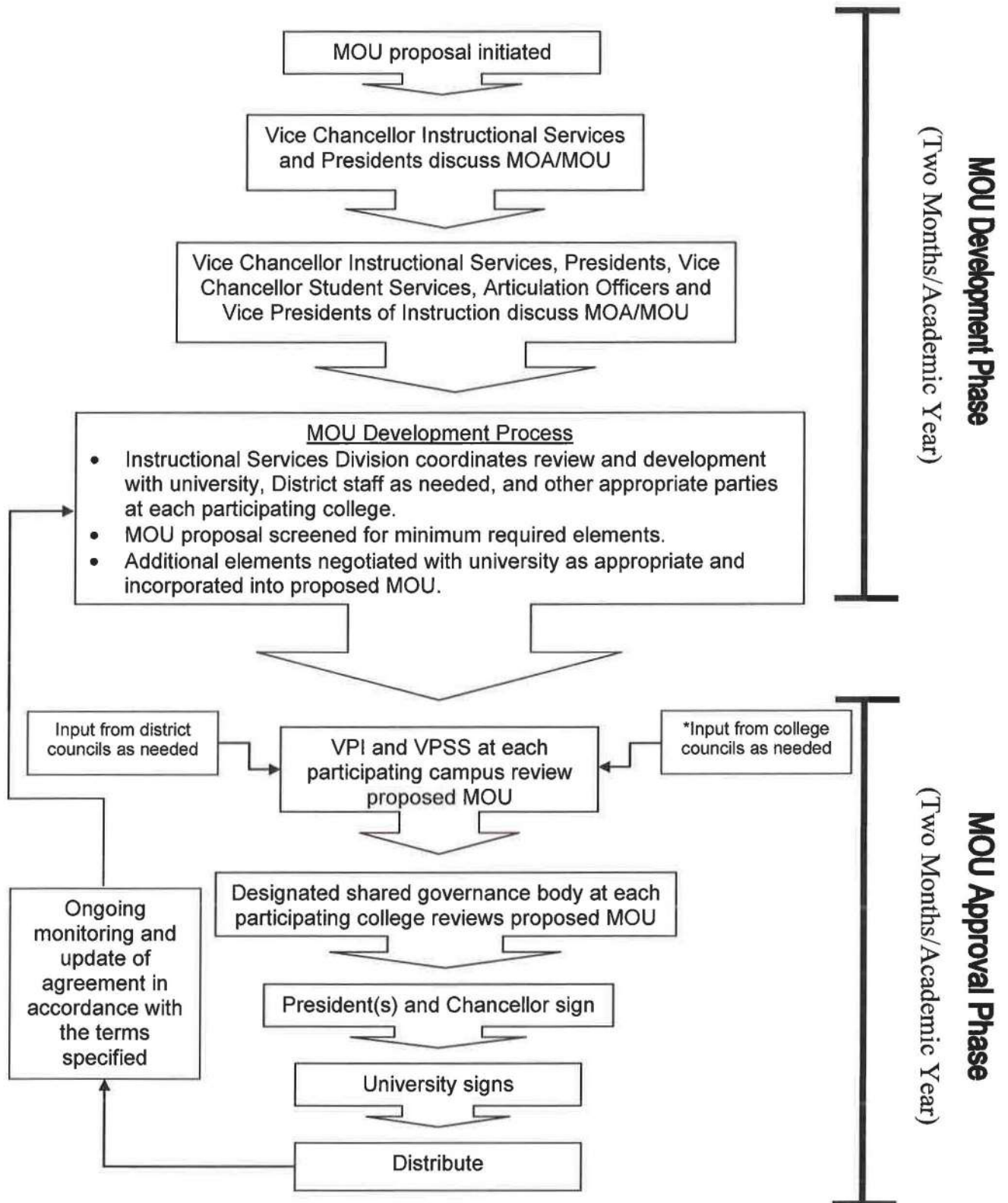
15 **FACILITIES, BUILDINGS AND REAL ESTATE**

- 15.01** Authority is requested to award a contract to XXXX for the Parking Garage Drainage Improvements project at Mesa College.
- 15.02** In connection with Proposition N, authority to award a contract for the Allied Health Building West Wall Signage Project at Mesa College to Express Sign and Neon Company the lowest responsible bidder on the basis of the listed base bids.
- 15.03** In connection with Proposition N, authority to award a contract to Evergreen Construction and Consulting, Inc., the lowest responsible, responsive bidder on the basis of the listed base bid for the Window Putty Replacement at the Design Center at San Diego Mesa College.
- 15.04** Authority to award a contract to Coastal Pool Construction, Inc., the lowest responsive bidder on the basis of their listed base bid for the Pool Deck Upgrade at Mesa College, San Diego.
- 15.05** Authority to award a contract to Rod Fuller Electric Corp. DBA Fuller Electric the lowest responsible, responsive bidder on the basis of their listed base bid and including the additive alternate for the Fire Alarm Renovation Phase IV.

16 **INFORMATION ITEMS**

- 16.01** Report on Institution-Set Standards
- 16.02** Report on the Districtwide Honors Program – 2015-2016

Transfer MOU Development & Approval Process



* The designated campus committee may be an already-existing or ad hoc committee, as determined by each campus. Recommended to include TCD, Counseling Chair, Articulation Officer, VPSS, and VPI (or designated representatives).

Transfer MOU Elements

A Memoranda of Understanding (MOU) is an agreement between two or more institutions of higher education (typically a community college and a private university) regarding the transfer process and related functions. It may also establish agreed-upon benefits for transfer students, including guaranteed admission or financial benefits.

Articulation is the development of a formal written agreement between two institutions to accept a specific course (or courses) successfully completed on a “sending” campus as comparable to, or accepted in lieu of, a specific course (or courses) at a “receiving” campus. Articulation is coordinated and facilitated by the Articulation Officer on each campus. (Policy 5300.2.12) The development of an MOU is a separate and distinct process from the development of an articulation agreement.

The items listed below are recommended elements to be addressed in any MOU between a SDCCD college and transfer institution. Footnotes show proposed coding for required and highly recommended items.

1) Accreditation

- a) **University must be either regionally accredited, or;**
- b) **A specialized subject-area institution (such as an art school) accredited by an agency recognized by the U.S. Department of Education.**
- c) **MOU is automatically cancelled if either party loses accreditation.**

2) *History and purpose

- a) *Historical transfer relationship from college to university
- b) *Purpose of agreement – increase transfer volume? Facilitate smooth transfer? Promote opportunities at university? Institute new transfer guarantee program?

3) Benefits to students

- a) Summary of benefits – guaranteed or preferential admission, reduced fees, scholarships, etc.

4) *Student eligibility

- a) *Definition of which students the agreement applies to – does a student need a minimum number of units from district or college? An AA/AS degree? Last regular term prior to transfer at college?

5) Articulation

a) General education pattern

- i) Accept CSU GE and/or IGETC in lieu of native pattern?
- ii) Accept AA or AS degree in lieu of native pattern?

b) *Prep-for-major courses

c) Full course-to-course

6) Admission and graduation requirements

- a) *Guaranteed admission with specified units, transferable GPA, coursework, other requirements
- b) *College courses taken concurrently after transfer to university will be accepted by university toward graduation requirements, provided the college units do not exceed the maximum number accepted by the university
- c) Sign agreement form to specify guaranteed admission criteria and other benefits?

Bold items are required to be established prior to college consideration of MOU

* Element is highly recommended to be included in MOU

- d) Catalog rights from first academic year of enrollment at college
- 7) Advising
 - a) *Ed plan with GE and major prep courses developed by college
 - b) *University program and transfer admission advising by university during regular visits to college (recommend three visits per semester)
 - c) Pre-evaluation of courses for transfer units, course applicability
 - d) "On-the-spot" admission
- 8) Services provided to students after transfer to university
 - a) Financial aid
 - b) Advising
 - c) Library / IT
 - d) If university is online, define how students will access computer equipment. If through the college, specify access needs and shared cost.
- 9) Financial benefits
 - a) *Waive application fee
 - b) *Percentage discount on tuition (10% at many schools)
 - c) "Scholarship" first or last courses in degree program
 - d) Other scholarship opportunities – administered through college scholarship office?
- 10) Promotion**
 - a) **Reciprocal provision of free catalogs**
 - b) *Provision of brochures and other advising materials to college to be made available to students
 - c) *Sponsorship of university recruiting and/or info sessions on campus – info tables, etc.
 - d) *University to attend annual transfer fair
 - e) University to include college on its promotional materials
 - f) College distribute info about new university programs and policies to counselors
 - g) Hosted university campus tours, including transportation to/from college
- 11) Review
 - a) *Periodic review, update, and revision by both parties – recommend 3 year cycle
 - b) *Points-of-contact at university and college
 - c) President of each college will designate person responsible for agreement maintenance and tracking review and renewal cycle. Recommended to be Transfer Center Director or Articulation Officer.
 - d) Expiration date for agreement? Recommend can be terminated by either party at the end of any academic year. Students following provisions of MOU prior to termination will maintain benefits until transfer is complete.
- 12) Other items
 - a) Cross-enrollment opportunities (mirror public university program with low fee)
 - b) Priority enrollment for transfer students
 - c) Provide report on transfer volume, student characteristics, student success after transfer, etc. on an annual basis to college
 - d) Access to university library, athletic events, or other student services
 - e) Honors agreement
 - f) Availability of college facilities for rental (to teach off-campus university courses, etc.)
 - g) Impact on other college resources not otherwise addressed in MOU

Bold items are required to be established prior to college consideration of MOU

* Element is highly recommended to be included in MOU

Typical College / University Relationship Development

