



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

DISTRICT GOVERNANCE COUNCIL

September 5, 2018

3:00 p.m. – Room 245

AGENDA

- *1.0 Review Minutes of July 18, 2018
- *2.0 Review of Board Agenda for September 13, 2018
- 3.0 Additional Agenda Items
- *4.0 State Budget Update Carroll, Dowd
- 5.0 Districtwide Committee List Neault
- 6.0 California Campus Catalyst Fund Neault
- 7.0 Roundtable

*Attachments

Next DGC MEETING scheduled: Wednesday, September 19, 2018 – 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

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DISTRICT GOVERNANCE COUNCIL MINUTES

July 18, 2018

Present: Beresford, Bromma, Bulger, Fischthal (for Cortez), Hands (for Luster), Hsieh, Jarrell, Kovrig, Larson, Mahler, Manis, McMahon, Molina, Neault, Payne, Perigo, Shabazz, Short, Surbrook, Weinroth and Chairperson Chancellor Carroll

Absent: Cortez, Dowd, Hubbard, Luster

Guests: Ljubisa Kostic, Lorenze Legaspi

1. APPROVAL OF MINUTES

The minutes of June 6, 2018, were approved.

2. REVIEW OF BOARD AGENDA

The agenda for the July 19, 2018, Board Meeting was opened for review by Chancellor Carroll. Each item was discussed and satisfied.

3. AB 19 UPDATE

Vice Chancellor Neault updated the Council on Assembly Bill 19, which will provide funds to waive fees for first-time, full-time students for one year. She explained factors considered to calculate the allocation for the coming year and went through criteria for usage of funds and tuition waiver requirements. Dr. Neault added that over 2,000 students have expressed interest in the program for Fall 2018. She will be giving a presentation on this topic at the August 23 Board of Trustees meeting.

4. BROWN ACT DISCUSSION

Ljubisa Kostic responded to a variety of questions about meeting and agenda protocols following the Brown Act presentation given on April 4, 2018.

5. UPDATE ON NO CONFIDENCE VOTE

Mesa College Academic Senate President Kim Perigo shared a letter written to the CCC Board of Governors clarifying Mesa's position in passing a vote of no confidence on the current state chancellor.

6. BP 7330 – COMMUNICABLE DISEASE

Vice Chancellor Surbrook agreed to meet with Continuing Education Academic Senate President Richard Weinroth to discuss details regarding his request for additional language for Board Policy 7330. During discussion, it was also noted that the definition of "Communicable Disease" needs to be updated and clarified since it now encompasses more than tuberculosis. VC Surbrook will bring this item back at a later date.

7. FACULTY COMMITTEE ASSIGNMENTS

Miramar College Academic Senate President Marie McMahon reviewed AP 2510 – Participation in Local Decision-Making, noting that the policy ensures the right of the Academic Senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards, encompassing districtwide committees. Vice Chancellor Neault agreed to compile a list of all District committees to check for alignment with the policy. She will bring this item back for further discussion at the next meeting.

Adjourned 4:30 p.m.

Chancellor's Office & Board of Trustees

BOARD MEETING

Thursday

September 13, 2018

2:50 p.m. Call to Order – Room 235-255

Followed by Closed Session – Room 300

4:00 p.m. Regular Business Meeting – Room 235-255

11 INSTRUCTIONAL SERVICES

- 11.01** In the matter of the District's Allied Health Occupations and Alcohol and Other Drug Studies Programs, authority is requested to enter into agreements with health care agencies for use of clinical facilities by students enrolled in District's Allied Health Occupations and Alcohol and Other Drug Studies Programs during the 2018-2019 fiscal year.

12 STUDENT SERVICES

- 12.01** Authority is requested to designate September 17, 2018, as Constitution Day at City College, Mesa College, Miramar College and Continuing Education.
- 12.02** Authorization for eight students and one faculty from San Diego City College to attend the Annual Hispanic Association of Colleges & Universities (HACU) Conference in Atlanta, GA. Travel will take place October 6, 2018, through October 9, 2018.

13 BUDGET AND FINANCE

- 13.01 PUBLIC HEARING:** On the San Diego Community College District proposed budget for 2018-2019. In accordance with Section 58301 of the Title 5 California Code of Regulations, and pursuant to notice duly given, any taxpayer in the District may appear and publicly comment on the proposed 2018-2019 fiscal year budget or any item(s) thereof. Under California Law, the 2018-2019 fiscal year budget may not be finally adopted by the Board of Trustees until after this public hearing has been held.
- 13.02** Consideration of adoption of the District's 2018-2019 Adopted Budget.
- 13.03** In the matter of the subcontract agreement between San Diego City College and the Grossmont-Cuyamaca Community College District (GCCCD) Auxiliary to provide one-time funds for a Work-Based Learning Assessment, authority is requested to accept, budget, and spend \$20,000 in the 2018-2019 General Fund/Restricted Budget for Strong Workforce Programs.
- 13.04** In the matter of San Diego City College's Deputy Sector Navigator Advanced Manufacturing grant extension by Chabot-Las Positas Community College District (CLPCCD), authority is requested to:
1. Enter into an extension of the agreement with CLPCCD in the amount of \$35,000; and
 2. Accept, budget and spend the extension of funds in the amount of \$35,000, increasing the budget from \$235,000 to \$270,000 in the 2018-2019 General Fund/Restricted Budget.

13 **BUDGET AND FINANCE** (Continued)

13.05 In the matter of San Diego City College's Deputy Sector Navigator – Information & Communication Technology (ICT) Digital Media grant by the California Community Colleges Chancellors Office (CCCCO), Economic and Workforce Development (EWD) Program, authority is requested to accept, budget and spend an augmented amount of \$35,000 in the 2018-2019 General Fund/Restricted budget. The new total award amount shall not exceed \$235,000.

13.06 In the matter of the "Developing Hispanic-Serving Institutions" (DHSI) Program Title V Grant from the U.S. Department of Education, a five-year agreement awarded in 2014 to San Diego Mesa College, authority is requested to:

1. Enter into year 5 of a 5-year renewal agreement with the department of Education; and
2. Accept, budget and spend \$525,000 in the 2018-2019 General Fund/Restricted Budget increasing the budget from \$361,866 to \$886,866.

13.07 In the matter of the Strong Workforce Program (SWP) Master Agreement between the Grossmont-Cuyamaca Community College District Auxiliary Organization and San Diego Miramar College, authority is requested to:

1. Enter into an agreement with the Grossmont-Cuyamaca Community College District Auxiliary Organization to enable the assessment work-based learning, job placement services, and employer engagement activities; and
2. Accept, budget and spend \$20,000 in the 2018–2019 General Fund/Restricted Budget.

13.08 In the matter of Immigrants Rising California Campus Catalyst Fund grant on behalf of Community Initiatives, to provide guidance, support, and resources to undocumented and mixed-status students and their families of the San Diego Community College District, authority is requested to:

1. Enter into a three (3) year grant agreement; and
2. Accept, budget and spend \$336,000 in the 2018-2019 General Fund/Restricted Budget for the provision of providing guidance, support, and resources to undocumented and mixed-status students and their families.

13.09 Authority to award Bid #19-01 SN for the purchase and delivery of ancillary fashion design equipment and supplies for the Fashion Design Department located at Mesa College to French European for Line Item(s) 13, 14, 15, 16, and 17; and to Sew Hut for Line Item(s) 10 and 11, as the low, responsive, and responsible bidders, and authorize the Purchasing and Contracts Supervisor to execute the necessary contract documents. Lines one through nine, 12, and 19 through 29 received no response.

14 **HUMAN RESOURCES**

14.01 Certification of short-term personnel service effective on or after September 14, 2018, per California Education Code Section 88003.

14 HUMAN RESOURCES (Continued)

14.02 In the matter regarding reorganization of the Administrative Services Department at San Diego Mesa College, effective September 14, 2018, authority is requested (contingent upon review by Human Resources) to:

1. Delete a vacant 1.0 FTE Administrative Technician position (#011709), Range 22, (\$3,552.32-\$5,670.31) AFT Classified Staff – Office Technical Unit; and
2. Establish a 1.0 FTE Administrative Secretary position (#00120242), Range 22, (\$3,552.32-\$5,670.31) AFT Classified Staff - Office Technical Unit.

14.03 In the matter of the Student Affairs Department at San Diego Mesa College, authority is requested to (contingent upon review by Human Resources):

1. Establish the College EEO/504/Discipline Officer classification; and
2. Establish a 1.0 FTE College EEO/504/Discipline Officer (new position), Step E, Range 10, (\$5,961-\$6,259), in the Supervisory and Professional Administrators Association unit.

14.04 In the matter regarding reorganization in the District Office Human Resources Division, effective August 24, 2018, authority is requested (contingent upon review by Human Resources) to implement the restructure according to the attached Organization Chart:

1. Delete a vacant 1.0 FTE Senior Clerical Assistant position (#010354), Range 18, (\$3,183.98-\$5,082.34) AFT Classified Staff - Office Technical Unit;
2. Establish a 1.0 FTE Administrative Technician position (#00120240), Range 22, (\$3,552.32-\$5,670.31) AFT Classified Staff - Office Technical Unit;
3. Delete a vacant 1.0 FTE Payroll Technician position (#00120055), Range 21, (\$3,452.19-\$5,510.47) AFT Classified Staff - Office Technical Unit; and
4. Establish a 1.0 FTE Human Resources Technician position (#00120241), Range 23, (\$3,665.57-\$5,851.08) AFT Classified Staff - Office Technical Unit.

15 FACILITIES, BUILDINGS AND REAL ESTATE

15.01 Authority to adopt a Memorandum of Agreement (MOA) for use of County Emergency Vehicle Operations Course between the San Diego Community College District and the County of San Diego for the acquisition of land and development of an County Emergency Vehicle Operations Course.

15.02 In the matter of the Proposition N City College AD&T Building Renovation project, approval is requested for a change order to Hensel Phelps Construction for work which exceeds the cumulative ten percent (10%) of the original contract price and adoption of a resolution authorizing the Vice Chancellor or Facilities Management to approve change orders in excess of 10% of the original contract value.



**San Diego Community College District
Office of the Chancellor**

Chancellor's Message: A New Academic Year (2018-19)

August 31, 2018

Dear Colleagues and Friends:

The new academic year 2018-19 has begun, and by all indications, we are off to a great start, albeit with some important changes in direction.

Convocations – Initiating the Year with Reconnecting and Planning

In welcoming everyone to the new year, I always like to mention a quote from my favorite book, Habits of the Heart, by the great sociologist Robert Bellah, who studied and wrote about individualism and collectivism in America. He noted that every community has its own culture, which developed through years of interactions and conversations. About these cultures, Dr. Bellah said, "Cultures are dramatic conversations about things that matter to their participants." Those of us in higher education begin each academic year through conversations, which are organized around special convocations and which are by no means lacking in drama. Here are some images from the convocations that officially opened the new academic year for the great institutions of the San Diego Community College District: City, Mesa, and Miramar colleges, and Continuing Education.



Chancellor Constance Carroll at Mesa College Convocation



City College Convocation



President Ricky Shabazz



President Pamela Luster



Mesa College Convocation



Miramar College Convocation



President Patricia Hsieh



President Carlos O. Turner Cortez



Continuing Education Convocation



AFT Guild President Jim Mahler



Trustee Maria Nieto Senour

Each of the presidents presided at their respective convocations, Presidents Dr. Ricky Shabazz (City), Dr. Pam Luster (Mesa), Dr. Patricia Hsieh (Miramar), and Dr. Carlos Turner Cortez (Continuing Education) shared their vision for the coming year, along with the governance leaders and key administrative leaders of the campuses. As always, Board of Trustees President Dr. Maria Nieto Senour, AFT Guild President Jim Mahler, and I made presentations at each of the convocations. In the course of my remarks, I emphasized two important developments and directions that will receive great attention in the new year, as well as a few other topics:

The State Budget and Enrollment Management

The state budget for community colleges represents an enormous change for all California community colleges this year. After a difficult year of discussions, the Governor signed a new funding mechanism into law. The new formula, called the “Student Centered Funding Formula,” now includes elements of “performance-based” funding. Simply put, instead of funding the community college districts largely on the basis of enrollment, i.e., full-time-equivalent students (FTES), the funding mechanism now de-emphasizes enrollment as the exclusive factor and includes other elements related to student needs and success metrics. The new balance of funding factors is:

- 70% FTES (the State plan is to reduce this further - to 65% in 2019-10)
- 20% Supplemental/Equity Factors (such as students’ economic levels, financial need, etc.)
- 10% Student Success/Outcomes Metrics (e.g., associate degrees, certificates, transfer rates, completion rates in transfer-level English and mathematics, etc.)

In practical terms, this means that we will reduce the SDCCD enrollment targets that used to emphasize growth in favor of offering fewer classes than originally planned in the intersession, spring, and summer sessions, which will need to produce a higher average class size overall. It also means that we will have many studies and conversations about addressing the equity factors and student success outcomes metrics. The Colleges and Continuing Education are already doing a great job in these areas, but we need to address this significant change in our approach to enrollment management. As a reminder, each FTES equals 15 units completed by a student. The chart below compares our targets from the previous year to the targets we will be working toward in the current year.

	2017-2018 FTES Targets	2018-2019 FTES Targets
City	10,649 FTES	9,604 FTES
Mesa	15,444 FTES	13,490 FTES
Miramar	10,004.1 FTES	9,504 FTES
Continuing Education	8,500 FTES • CDCP: 6,686 * • Regular: 1,814	7,407 FTES • CDCP: 6,016 * • Regular: 1,391
District Total	44,597.1 FTES	40,005 FTES
* Career Development and College Preparation		

Many thanks in advance to the vice presidents, deans, department chairs, and faculty for your willingness to tackle this change while ensuring that our students will continue to receive the best education we can possibly provide.

The San Diego Promise

As you know, the San Diego Community College District enthusiastically joined the national movement, initiated by former President Barack Obama, to make community college education free for students who are willing to make a full-time commitment to their education. In fall 2016, the SDCCD started with a pilot initiative of 186 students from the San Diego Unified School District, the Monarch High School for homeless students, and our own Continuing Education program, and were able to fund the pilot from District Auxiliary resources. In the next year, we expanded the Promise to 600 students, this time using funds raised philanthropically, from our own generous employees and from generous donors in the community. This fall, the initiative has already grown to over 2,100 students total, as the result of state legislation (AB 19) that funds the first year of the program and as the result of our fundraising effort that funds the second year of the program, thereby ensuring student completion.

The San Diego Promise is also now open to all high school graduates in San Diego, including charter and private schools. This program is definitely a win-win, providing opportunities for students who could not otherwise afford to attend college. Not only do they receive free tuition and enrollment fees; they are given textbook grants and important support services. As a result, their success outcomes and achievement levels are impressive, indicating higher performance levels than their counterparts in the regular student body. Our fundraising activities will increase in the current year, kicked off by a special event in September, headlined by Mesa College alumna and actor Annette Bening. Everyone's ideas and participation are encouraged and welcome in this great effort to serve our community by providing affordable, accessible education.

Several Other Plans and Projects

During the course of the year, we will also be addressing the completion of the Propositions S and N bond measure projects: the D,T, and A Building remodels at City College, as well as the Child Development Center; the Fine and Dramatic Arts Building and Business Technology Center at Mesa College; and the Emergency Vehicle Operations Course, a joint project of the City and County of San Diego in conjunction with the District and Miramar College Public Safety academies. It is extraordinary to see our \$1.555 billion in construction projects finally coming to an end, with all projects on time and within budget, and with the highest possible bond ratings (Triple A) from Moody's and Standard and Poor's. The Colleges and Continuing Education will be working in-depth on the statewide Guided Pathways Initiative, designed to better define and improve student progress toward academic goals. Our efforts to protect and support immigrant and DACA students will be continuing, in keeping with our District's philosophy and mission of inclusion and multiculturalism. And I know that everyone will welcome the completion stage of the Enterprise Resource Planning (EFP) project as it nears the implementation of Campus Solutions, which will be the final step in the integrated PeopleSoft software conversion. Although difficult, the end result of having up-to-date and fully integrated finance, human resources, and student systems will be well worth the effort. This has been a truly massive project and the hundreds of people who are involved are owed our greatest appreciation.

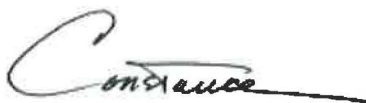
In November, there will also be a national, state, and local general election, which this time will also include three seats on the San Diego Community College District Board of Trustees. I urge everyone to take an interest in all levels of this election and, above all, exercise your Constitutional right to vote.

Chancellor's Forums

There is much more information to share and many more conversations to be had. For this reason, there will be five Chancellor's Forums during the month of September. I hope that you will attend one of them.

Chancellor's Forums			
	DATE	LOCATION	TIME
City	Tuesday, September 18	MS 162	2:30 p.m. – 4:00 p.m.
Mesa	Monday, September 10	MC 211 A/B	2:30 p.m. – 4:00 p.m.
Miramar	Wednesday, September 12	L-105 Auditorium	2:30 p.m. – 4:00 p.m.
Continuing Education	Monday, September 24	ECC – Room TBD	2:30 p.m. – 4:00 p.m.
District Office	Monday, September 17	Room 245	2:30 p.m. – 4:00 p.m.

The Board of Trustees and I are looking forward to a very productive year and we hope it will be an enjoyable and rewarding year both for the extraordinary faculty, classified professionals, administrators, and student leaders within the San Diego Community College District and for our many supporters in the community who make it possible for us to succeed in our goals.



Dr. Constance M. Carroll
Chancellor

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