



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

DISTRICT GOVERNANCE COUNCIL

October 3, 2018

3:00 p.m. – Room 245

AGENDA

- *1.0 Review Minutes of September 19, 2018
- *2.0 Review of Board Agenda for October 11, 2018
- 3.0 Additional Agenda Items
- 4.0 State Budget Update Dowd
- *5.0 Board Goals 2018-19 Dowd
- *6.0 Student Services Policies and Procedures Neault
 - BP 3100 – Student Rights, Responsibilities, Campus Safety and Administrative Due Process
 - AP 3125.2 – Student Travel – Permission, Release, and Waiver Form
 - AP 3200 – Associated Students Organizations and Guidelines for Student Clubs and Organizations
- 7.0 Campus Catalyst Fund Jarrell
- 8.0 Faculty Appointments to Committees – Procedures and Practices McMahan
- 9.0 Distance Education (AP-5105) and Evaluations for Online Courses and Faculty McMahan
- 10.0 District Discipline Meetings Perigo
- 11.0 EEO Certification Process Perigo
- 12.0 Increasing the number of Lactation/ Pumping Rooms at campus locations Hubbard
- 13.0 Classified Professionals Teaching at the SDCCD Hubbard
- 14.0 Roundtable

*Attachments

Next DGC MEETING scheduled: Wednesday, October 17, 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.



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DISTRICT GOVERNANCE COUNCIL MINUTES

September 19, 2018

Present: Beresford, Bocaya, Catano (for Larson), Cortez, Dowd, Gustafson (for Bulger), Hsieh, Hubbard, Jarrell, Kovrig, Manis, McMahon, Neault, Payne, Perigo, Shabazz, Shimazaki (for Luster), Short, Surbrook, and Chairperson Chancellor Carroll

Absent: Bulger, Larson, Luster, Weinroth

Guests: Manuel Velez

1. **APPROVAL OF MINUTES**

The minutes of September 5, 2018, were approved.

2. **REVIEW OF BOARD AGENDA**

The agenda for the September 27, 2018, Board Meeting was opened for review by Chancellor Carroll. Each item was discussed and satisfied.

3. **DISTRICTWIDE COMMITTEE LIST – UPDATE**

Vice Chancellor Neault brought back an updated list of districtwide committees for review after adding notations for Continuing Education and for classified professionals. After discussion it was agreed that Dr. Neault would do further research to add the chair of each committee along with upcoming meetings dates and the cycle of meetings for each committee.

4. **RECORDING OF MEETINGS WITHOUT CONSENT**

Miramamar College Academic Senate President Marie McMahon asked for clarification regarding the legality of recording of various types of meetings ranging from conversations to formal meetings. Vice Chancellor Surbrook was asked to consult with District attorney Ljubisa Kostic and bring this item back to a future meeting.

5. **TEACHING BY CLASSIFIED PROFESSIONALS**

Miramamar College Classified Senate President Terrie Hubbard opened discussion on whether classified professionals could also have teaching assignments at the District. Vice Chancellor Surbrook explained that it was costly to do so because of federal rules regarding payment of overtime to nonexempt employees. Continuing Education Classified Senate President Neill Kovrig agreed to gather information and meet with VC Surbrook to discuss this further.

6. **LACTATION ROOM**

President Hubbard inquired about lactation rooms on campuses, reporting that Miramar College had one room available for this. Vice Chancellor Manis agreed to bring back further information from campuses districtwide, as well as the state law and its requirements.

Adjourned 4:01 p.m.

Chancellor's Office & Board of Trustees

SDCCD BOARD MEETING

Thursday

October 11, 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

10 NEW BUSINESS

10.01 In the matter of the Association of Community College Trustees (ACCT) Leadership Congress on October 24-27, 2018, authority is requested to:

1. Approve three voting delegates and one alternate for the ACCT Leadership Congress; and
2. Consideration and nomination of members to the ACCT Board of Directors.

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 Occupation Programs, authority is requested to enter into agreements with health care agencies for the use of clinical facilities by students enrolled in the District's Allied Health Occupation Programs during the 2018-2019 fiscal year.

11.03 In the matter of participating Apprenticeship Sponsoring Organizations, authority is requested to renew the following agreements between San Diego City College and participating organizations for 2018-2019 fiscal year to provide related and supplemental education for apprentices pursuant to provisions of Section 3074 of the Labor Code of the State of California and in accordance with requirement of subsection (d) of Section 3078 of the Labor Code:

1. Associated General Contractors, San Diego and Riverside Centers; and
2. Black Contractors Association, Inc.

12 STUDENT SERVICES

12.01 In the matter of San Diego Mesa College Culinary department, authority for 12 students from the Culinary Practicum courses CACM 292, CACM 270 and NUTR 153 to participate in the opening night of the "Berry Good Noche" event at the Baja Culinary festival, in Troika, Ensenada, Baja California, Mexico, on Thursday, October 18, 2018.

12.02 In the matter of San Diego Mesa College Geology department, authority for 8 sections from Geology 100, 101 and 111 to participate in an optional, overnight field trip to the Anza-Borrego Desert State Park in Borrego Springs, San Diego County, California, December 1-2, 2018.

13 BUDGET AND FINANCE

- 13.01** In the matter of the five-year grant awarded to the San Diego City College Upward Bound (UB) Program from the U.S. Department of Education, authority is requested to accept, budget and spend \$275,155 for year four of the five-year agreement with the U.S. Department of Education for fiscal 2018-2019 from General Fund/Restricted Budget.
- 13.02** In the matter of the "Developing Hispanic-Serving Institutions Program - Title V" Grant (DHSI) from the U.S. Department of Education awarded to San Diego City College to participate in increasing outcomes for Latino/a students through instructional and student service supports, authority is requested to:
1. Enter into the third year of a 5-year agreement with the U.S. Department of Education from October 1, 2016, through September 30, 2021, in the amount of \$2,625,000;
 2. Accept, budget and spend \$525,000 in the 2018-2019 General Fund/Restricted Budget.
- 13.03** In the matter of the Veterans Resource Center Grant Program for San Diego Mesa College to provide services in support of the Veterans Resource Center allowable use of funds. Authority is requested to accept, budget, and spend \$200,000 toward meeting the Veterans Resource Center standards established by the Chancellor's Office.
- 13.04** In the matter of the Agreement between the San Diego Community College District and the Yosemite Community College District, Child Development Training Consortium (YCCD/CDTC) to provide services as defined in the Instructional Agreement, #18-19-4503 from YCCD/CDTC, authority is requested to accept, budget and spend \$12,500 in the 2018-2019 General Fund/Restricted Budget.
- 13.05** In the matter of the Oxygen Training School to support Naval Technical Training Center (NTTC), Corry Station, Pensacola, Florida, authority to:
1. Enter into a one-year contract with the U.S. Navy to provide instructional services to military personnel at the Naval Technical Training Center, Corry Station, Pensacola, Florida, commencing September 30, 2018, through September 30, 2019, total amount of contract \$49,663; and
 2. Accept, budget and spend in the amount of \$33,099 in the 2018-2019 General Fund/Restricted Budget.
- 13.06** Approval of purchase orders prepared during the period of August 1, 2018, through August 31, 2018.

14 HUMAN RESOURCES

- 14.01** Certification of short-term personnel service effective on or after October 12, 2018, 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 September 1, 2018, through September 30, 2018.

14 **HUMAN RESOURCES** (Continued)

14.03 In the matter of Next Up/Cooperating Agencies Foster Youth Educational Support (CAFYES) Grant, awarded to San Diego City College, authority is requested to:

1. Accept, budget and spend \$550,000 in the 2018-2019 General Fund/Restricted Budget;
2. Establish a new, 1.0 FTE, 11-month Counselor position (Restricted), Class 1, Step A – Class 6, Step C (\$5,754.92-\$7,754.42) AFT Faculty Unit for the San Diego City College EOPS Program under the Cooperating Agencies Foster Youth Educational Support (CAYFES) Grant; and
3. Establish a 1.0 Program Support Technician (new position), Range 23 (\$3,665.57-\$5,851.08) per month based on the current AFT Classified Unit – Office Technical Salary Schedule AFT Classified.

14.04 In the matter of the reorganization of San Diego City College Extended Opportunity Programs & Services (EOPS), effective October 12, 2018, (contingent upon review by Human Resources) authority is requested to:

1. Delete 1.0 FTE vacant funded Student Assistance Technician/EOPS position (#000527), Range 21, (\$3,452.19-\$5,510.47) AFT Classified Staff Office/Technical Unit; and
2. Establish 1.0 FTE Student Services Technician position (#TBD), Range 23 (\$3,665.57-\$5,851.08) in the AFT Classified Staff Office Technical Unit.

15 **FACILITIES, BUILDINGS AND REAL ESTATE**

15.01 Authority is requested to approve the use of the Kearny Mesa Pool, located at 3170 Armstrong Street, SD 92111, as an off-campus facility as requested by Continuing Education.

16 **INFORMATION ITEMS**

16.01 Report on 2018 Veterans Day activities at City, Mesa, Miramar Colleges, Continuing Education, and the District Office.

16.02 Report on Districtwide Grants and Contracts Activity during Fiscal Year 2017-2018.



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

Board of Trustees Office
619-388-6957

Board of Trustees **Goals for 2018-19**

1. Maintain focus on the newly implemented Student Centered Funding Formula (Strategic goal 4; ACCJC Accreditation Standards IV.C.4-5; IV.C.8) by:
 - a) Ensuring that the District's budget addresses the categories of funding in the new state funding formula.
 - b) Holding workshops and receiving regular reports regarding the District's strategies and progress in dealing with the new funding formula.
 - c) Providing advocacy for legislative efforts to correct problems in and improve the new funding formula.
2. Provide leadership and support for the San Diego Promise Initiative (Strategic goals 1; ACCJC Accreditation Standards IV.C.1; IV.C.4-5, IV.C.8) by:
 - a) Ensuring continued implementation of the San Diego Promise with an evaluation component.
 - b) Supporting continued fundraising efforts for the San Diego Promise Initiative during the 2018-19 year.
 - c) Providing advocacy to support legislation for a second year of funding for first-time, full-time students.
3. Ensure that a strategic approach is developed to reduce escalating textbook costs for students in the San Diego Community College District (*Strategic goals 1-2; ACCJC Accreditation Standards IV.C.1; IV.C.4-5, IV.C.8) by:
 - a) Ensuring a program to introduce Open Educational Resources (OER) to all of SDCCD's campuses.
 - b) Encouraging voluntary faculty participation in the pilot program, with the goal of achieving 15% of available classes as OER compatible.
 - c) Receiving regular reports regarding the progress of the program.
4. Maintain governance practices and processes that have proved successful. (Strategic goals 1-5; ACCJC Accreditation Standards IV.C.1-13)
5. Ensure the availability of adequate classes and services to meet student needs (Strategic goals 1-4; ACCJC Accreditation Standards IV.C.1; IV.C.4-5, IV.C.8) by:
 - a) Monitoring the efforts to balance on-campus and on-line classes.
 - b) Providing continuing support for concurrent/dual enrollment with local high schools.

- c) Monitoring the impact of the new California Online Community College District in relationship to local community college online programs.
- 6. Ensure that the District monitors its Leadership Development and Succession Planning. (Strategic goal 2; ACCJC Accreditation Standard IV.C.1; IV.C.4-5; IV.C.8)
- 7. Provide leadership and support to ensure continuing progress in equity in student outcomes, and work with the Chancellor to ensure increased diversity in staffing, especially in faculty and administrative positions, through appropriate processes. (Strategic goals 1 -3; ACCJC Accreditation Standard IV.C.1; IV.C.4-5; IV.C.8)
- 8. Ensure fiscal responsibility. (Strategic goal 4; ACCJC Accreditation Standards IV. C.1; IV. C.5.)
Special emphasis on:
 - a) Maintaining a balanced General Fund and Restricted Budget.
 - b) Ensuring continuing adequate funding of future California State Teachers Retirement System (CalSTRS) and California Public Employees' Retirement System (CalPERS) pension liabilities.
 - c) Monitoring Propositions S and N resource management as the bond program enters its final stages.
 - i. Continue to monitor the remaining bond projects.
 - ii. Receive quarterly reports regarding the Enterprise Resource Planning (ERP) implementation.
 - d) Monitoring progress in commercial leasing of surplus property to provide a revenue stream for continuing operation and maintenance costs for Propositions S and N and other District facilities.
 - e) Reducing the dependence on one-time funding for any continuous expenses.
 - f) Maintaining an advocacy effort at the state level to preserve and enhance funding of community colleges.
 - g) Seeking relief from and fair treatment under state mandates, e.g., 50% Law, Faculty Obligation Number (FON), etc.
- 9. Ensure Community Connectivity (Strategic goals 2-3; ACCJC Accreditation Standard IV.C.4.) by:
 - a) Supporting and attending meetings of the Trustee Advisory Council (TAC) and Citizens' Oversight Committee (COC).
 - b) Extending invitations to TAC members and other appropriate community leaders for Commencements and other District/College events.
 - c) Holding Board Workshops on community needs.
 - d) Supporting and attending various community events.
 - e) Supporting efforts to deliver County and City services to our students that help them overcome barriers, such as food and housing insecurity, to their educational success at SDCCD.
- 10. Continue the Resource Allocation Formula (RAF) approach to Collective Bargaining. (Strategic goals 2 and 4; ACCJC Accreditation Standards IV.C.1; IV.C.4-5.)

11. Ensure that the District remains a prominent leader in sustainable practices (Strategic goals 4 and 5; ACCJC Accreditation Standard IV.C.1; IV.C.4-5.) by:
 - a) Supporting the District's participation in regional climate change coordinating efforts.
 - b) Ensuring that all buildings built with Proposition S and N monies be LEED certified or equivalent and that all due diligence be made to use green products and materials whenever economically feasible.
12. Ensure the ongoing diversity and maximum local impact of the construction bond program (Strategic goal 3-5; ACCJC Accreditation Standard IV.C.1; IV.C.4-5) as it nears completion by:
 - a) Continuing the volume of contracts awarded to a diverse range of firms.
 - b) Emphasizing the award of contracts to small businesses and local firms.
 - c) Monitoring progress in achieving diversity goals and objectives in relation to Propositions S and N.
 - d) Providing training and familiarization to small and underrepresented local businesses regarding the SDCCD bid process.
13. Increase interaction with local and regional businesses and agencies to promote the District's impact on economic development (Strategic goals 2 and 3; ACCJC Accreditation Standard IV.C.1; IV.C.4-5) by:
 - a) Communicating significant plans, achievements and issues.
 - b) Developing more avenues and programs for the recognition of partnerships and volunteer support.
 - c) Holding Board workshops on workforce and industry needs.
 - d) Continuing the productive working relationship with the Board of the San Diego Workforce Partnership to jointly address workforce needs in the region.
 - e) Increasing opportunities for student internships that enhance their job readiness with the City and County of San Diego and private employers, including nonprofit organizations.
14. Continue to support a culture of inquiry by evaluating data on a regular basis to ensure monitoring of the way in which data influences decision-making at the college and district levels to best support student success and enrollment priorities. (Strategic goals 1, 2, and 3; ACCJC Accreditation Standards IV.C.1; IV C.5; IV.C.8-10; IV.C.13.)
15. Review key accreditation standards and practices for good governance and use them as part of the Board's annual self-evaluation process. (Strategic goals 1-5; ACCJC Accreditation Standards IV.C.1-13)
16. Continue joint planning with the San Diego Unified School District (Strategic goals 1-4; ACCJC Accreditation Standard IV.C.1; IV.C.4-5, IV.C.8.) by:
 - a) Receiving regular reports on curriculum alignment.
 - b) Receiving regular reports dual enrollment at K-12 schools.
 - c) Conducting an annual joint Board meeting.
 - d) Pursuing the goals established at the annual joint Board meeting.

*Board goals are aligned with the San Diego Community College District Strategic Plan 2017-2021

**San Diego Community College District
Strategic Plan 2017-2021**

Strategic Goals:

- 1. Pathway to Completion: Optimize and enhance student access, equity, inclusiveness, learning, and success through exemplary instructional services, support services, and effective practices**
 - Implement the San Diego Promise initiative to complement the California Promise initiative to increase college access, affordability and completion.
 - Strategically manage student enrollment through outreach and broad access to programs, courses, and services.
 - Enhance student and academic support services strategies that better serve a more diverse community.
 - Implement assessment and placement practices that are effective and provide equitable access to transfer level English and math courses.
 - Ensure that districtwide enrollment management strategies are equitable and based upon the core priorities of student need, access, and success.
 - Ensure accountability through active and continuous access to and analysis of data on student persistence and success, leading to completion of student educational goals.

- 2. Institutional Effectiveness and Innovation: Strengthen institutional effectiveness through integrated planning, innovation, internal collaboration, professional development, continuous processes, and systems improvement.**
 - Strive to align organizational business and systems processes through integrated planning and collaboration for greater effectiveness and accountability in achieving student learning and administrative outcomes.
 - Improve multi-directional communication and active engagement of all stakeholders in systems improvement and responsiveness to business and community needs.
 - Expand the continuum of professional development opportunities for all faculty, staff, and administrators to integrate equity perspectives and respond to evolving student, business and community needs, as well as measures of student success.
 - Support the development of innovative approaches, leveraging technology, as appropriate, to expand learning, teaching, delivery, and student support.

- 3. Community Collaboration: Enhance collaborations with the communities served by the District for increased responsiveness to their needs and for improving San Diego's vibrant economy**
 - Advance diversity, inclusiveness, equity, and social justice through internal and external communication, collaboration, and practices.
 - Strengthen and actively develop articulation and pathways between credit, noncredit, K-12, universities, business, and the communities served.
 - Maintain active engagement and partnerships with business and industry to develop solutions for workforce preparation.

- Broaden and strengthen diversity and equity through outreach efforts and community service.
- 4. Fiscal Stewardship: Ensure fiscal solvency through sound fiscal planning, management, and the pursuit of alternate sources of revenue.**
- Maintain a balanced districtwide budget that aligns with state and other revenue allocations and that is integrated with planning.
 - Sustain an annual cash reserve of a minimum of 5% of general operating funds in addition to maintaining other reserves as appropriate.
 - Continue to strengthen internal controls districtwide to ensure annual audits meet federal and state compliance and mandate requirements.
 - Increase districtwide advocacy efforts for improved state budgets at the state level in support of institutional effectiveness and student success.
 - Evaluate systems districtwide and create best practices to facilitate accessible, effective, and equitable institutional systems and tools related to fiscal matters.
 - Pursue alternative sources of revenue beyond the state revenue allocation to include leasing of surplus property in order to provide a continuous revenue stream for maintenance and operations of District facilities.
- 5. Leader in Sustainability: Lead in Sustainable Policies and Practices.**
- Encourage and champion District governance policies and practices that promote and reinforce principles of sustainability.
 - Support districtwide leadership, advocacy, and stewardship efforts on campus, across the curricula, in the classroom, and in the community.
 - Continue to incorporate consideration of the environment, community welfare, and future impacts on all infrastructure, operations, and maintenance plans.
 - Continue to develop and incorporate sustainability content across the curricula.

ACCJC Accreditation Standard IV: Leadership and Governance

C. Governing Board

1. The institution has a governing board that has authority over and responsibility for policies to assure the academic quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution. (ER 7)
2. The governing board acts as a collective entity. Once the board reaches a decision, all board members act in support of the decision.
3. The governing board adheres to a clearly defined policy for selecting and evaluating the CEO of the college and/or the district/system.
4. The governing board is an independent, policy-making body that reflects the public interest in the institution's educational quality. It advocates for and defends the institution and protects it from undue influence or political pressure. (ER 7)

5. The governing board establishes policies consistent with the college/district/system mission to ensure the quality, integrity, and improvement of student learning programs and services and the resources necessary to support them. The governing board has ultimate responsibility for educational quality, legal matters, and financial integrity and stability.
6. The institution or the governing board publishes the board bylaws and policies specifying the board's size, duties, responsibilities, structure, and operating procedures.
7. The governing board acts in a manner consistent with its policies and bylaws. The board regularly assesses its policies and bylaws for their effectiveness in fulfilling the college/district/system mission and revises them as necessary.
8. To ensure the institution is accomplishing its goals for student success, the governing board regularly reviews key indicators of student learning and achievement and institutional plans for improving academic quality.
9. The governing board has an ongoing training program for board development, including new member orientation. It has a mechanism for providing for continuity of board membership and staggered terms of office.
10. Board policies and/or bylaws clearly establish a process for board evaluation. The evaluation assesses the board's effectiveness in promoting and sustaining academic quality and institutional effectiveness. The governing board regularly evaluates its practices and performance, including full participation in board training, and makes public the results. The results are used to improve board performance, academic quality, and institutional effectiveness.
11. The governing board upholds a code of ethics and conflict of interest policy, and individual board members adhere to the code. The board has a clearly defined policy for dealing with behavior that violates its code and implements it when necessary. A majority of the board members have no employment, family, ownership, or other personal financial interest in the institution. Board member interests are disclosed and do not interfere with the impartiality of governing body members or outweigh the greater duty to secure and ensure the academic and fiscal integrity of the institution. (ER 7)
12. The governing board delegates full responsibility and authority to the CEO to implement and administer board policies without board interference and holds the CEO accountable for the operation of the district/system or college, respectively.
13. The governing board is informed about the Eligibility Requirements, the Accreditation Standards, Commission policies, accreditation processes, and the college's accredited status, and supports through policy the college's efforts to improve and excel. The board participates in evaluation of governing board roles and functions in the accreditation process.