I. Standing Items

A. Call to Order
   Identification of speakers

B. Adoption of the Agenda

C. Approval of Minutes (October 3, 2017)

D. Public Comment
   (This time is reserved for members of the public to address the Council.)

E. Reports from Constituent Groups (2 minutes each) (1:00 p.m.)

F. DGC Chair Report

G. Chancellor’s Report
   1) Review of Wednesday, November 8, 2017 Governing Board Agenda
      by Chancellor or Designee

II. Carried-Over and New Items

A. HR1040.09, Classified Staff Onboarding and Orientation
   Dio Shipp — 1st Read

B. HR3040.01, Classified Staff Orientation
   Dio Shipp — 1st Read

III. Adjournment

IV. Next Meeting (Tuesday, December 5, 2017, 1:00 pm)
CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
District Governance Council Minutes  
Regular Meeting on October 3, 2017  
1:00 p.m.  
District Office, 6th Floor Board Room  

Jeffrey Benford, Chair

In Attendance
   Classified: Nicole Almassey, Deborah Baskin, Greg Evilsizer (Speaker), Marisa Greenberg, Ashley Patterson, Esther Peña
   Faculty: Beth Goehring (Speaker), Silvester Henderson, Beth McBrien, Donna Wapner
   Managers: Jeffrey Benford (Chair), Todd Farr, Catherine Frost, Russ Holt (Speaker), Herb Lester, Ken Sherwood, Obed Vazquez
   Students: Lena Halloum (Speaker), Bowen, (Chris) Liu
   Guests: Fred Wood, Gene Huff, Dio Shipp, Ray Pyle
   Absent: Classified: Leticia Mendoza, Sandra Mills
   Note Taker: Melody Phillips

DGC Minutes  
Regular Meeting on Tuesday, October 3, 2017

I. Standing Items

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Discussion and Outcome</th>
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| Call to Order | • Called to order at 1:02 p.m.  
  • Identification of speakers:  
    o Classified Speaker – Greg Evilsizer  
    o Faculty Speaker – Beth Goehring  
    o Management Speaker – Russ Holt  
    o Student Speaker – Lena Halloum |
| • Adoption of the Agenda | • Classified’s motion, with a second by Management to approve the agenda, passed unanimously:  
  o Greg Evilsizer, Classified Speaker: yea  
  o Beth Goehring, Faculty Speaker: yea  
  o Russ Holt, Management Speaker: yea  
  o Lena Halloum, Student Speaker: yea |
| • Approval of Minutes — September 5, 2017 | • The following corrections were noted:  
  o Adoption of the Agenda - correct the word “amended”  
  o July 18, 2017, Approval of Minutes - omit “with” after “motion” and add “with” after “minutes”  
  o Chancellor’s Report - capitalize “H” in Huff under the second bullet  
  o Section II - align the header text  
  • Classified’s motion to approve the September 5, 2017, minutes with a second by Students as amended, passed unanimously:  
    o Greg Evilsizer, Classified Speaker: yea  
    o Beth Goehring, Faculty Speaker: yea  
    o Russ Holt, Management Speaker: yea |
Lena Halloum, Student Speaker: yea

Silvester Henderson updated DGC on the recent Institute for Equity in Faculty Hiring conference. The event was well attended Districtwide. He will work with human resources and Chancellor Wood to suggest hiring improvements.

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| **Reports from Constituency Groups (2 minutes each)** | **Classified:**  
  o 4CS hosted the Classified Leadership Academy (CLA) training. Two colleges were represented by Leticia Rodriguez (CCC) and Sandra Mills (LMC). They plan to meet with Faculty and Management representatives regarding the CLA teams in November and December.  
  o Faculty:  
    o Faculty is moving forward with the Code Alignment Project.  
  o Managers:  
    o No report  
  Students:  
    o ASDVC has three new committees; food pantry, multi-cultural center, and a sticker discount program.                                                                                                                                 |
| **DGC Chair's Report**                          | DGC welcomed Lena Halloum and Chris Bowen, student representatives from DVC. Ashley Patterson was also welcomed as a CCC classified representative.                                                                                                                                 |
| **Chancellor's Report**                         | Chancellor's Report:  
  o Chancellor Wood thanked the conference attendees of the Institute for Equity in Faculty Hiring.  
  o Chancellor Wood gave a brief overview of Cabinet's annual retreat that was held in September.  
  o The annual State of the District Community meetings are underway. Presently, meetings have been held at LMC, Brentwood and San Ramon. All of the meetings have been well attended. Each presentation has a college or campus-specific portion.  
  o Chancellor Wood led the group through a review of the October 11, 2017, Governing Board agenda:  
    o The public session will begin at 6:00 p.m.  
    o A special report will be presented by John (Vito) Hite regarding internal audit services.  
    o Nonconsent Agenda: Board Report No. 22-A. will introduce a new student who is joining the Bond Oversight Committee; Board Report No. 23-B. will consider the approval of the 2018-19 academic calendar, which implements the compressed calendar; Board Report No. 23-C. the Tentative Agreement with United Faculty will be reviewed; Board Report No. 25-D. will consider the first amendment to the Project Stabilization Agreement for the Contra Costa Community College District.  
    o General Agenda: Item A. Members will review the new agenda format that has been proposed for future meetings; Item B. is related to the hiring of contract administrators. A request has been made to add more students to the hiring committee. Consideration will also be given to  

having multiple names submitted by each constituency group for committee member selection to better address diversity.
- Gene Huff led the annual DGC Orientation presentation. The orientation is also available on the District Office website.

## II. Carried Over

### A. Gene Huff - 1st Read

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<tr>
<th>Presenter</th>
<th>Item</th>
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| Huff      | N/A     | Rules and Regulations of the Governing Board                         | • Classified’s motion to approve the Rules and Regulations of the Governing Board, BP 5034 and BUS 21.02, with a second by Faculty, passed unanimously:  
  o Greg Evilsizer, Classified Speaker: yea  
  o Beth Goehring, Faculty Speaker: yea  
  o Russ Holt, Management Speaker: yea  
  o Lena Halloum, Student Speaker: yea  
  • All three items were considered as a single motion and passed on the 1st read. |
|           | BP 5034 | Internal Audit Services (IAS)-Charter                                 |                                                                                         |
|           | BUS 21.02| Audit Process- Conducting Internal Audits                             |                                                                                         |

### B. Dio Shipp – 1st Read

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| Shipp     | HR 1010.03 | Employee Participation in Applicant Selection Process or Relatives and Household Members | • Classified’s motion to approve HR 1010.03, with a second by Faculty, passed unanimously:  
  o Greg Evilsizer, Classified Speaker: yea  
  o Beth Goehring, Faculty Speaker: yea  
  o Russ Holt, Management Speaker: yea  
  o Lena Halloum, Student Speaker: yea  
  • HR 1010.03 passed on the 1st read. |
|           | BP 2043 | Employment of Students                                               | • Classified’s motion to approve BP 2043, with a second by Students, passed unanimously:   
  o Greg Evilsizer, Classified Speaker: yea  
  o Beth Goehring, Faculty Speaker: yea  
  o Russ Holt, Management Speaker: yea  
  o Lena Halloum, Student Speaker: yea  
  • BP 2043 passed on the 1st read. |

## III. New Items

None

## IV. Adjournment

Meeting adjourned at 2:36 p.m.

## V. Next Meeting

Tuesday, October 31, 2017
CLASSIFIED STAFF ONBOARDING AND ORIENTATION

Onboarding and Orientation provides classified new employees, classified staff, confidential employees, supervisors, and managers with a comprehensive overview of the organization and an introduction to their department located either at the college or District Office. Onboarding and Orientation of all new employees to the organization is required and is the official welcome from the college or District Office. The Human Resources Department (either at the college or District Office) and the hiring manager/supervisor will be responsible for the onboarding and orientation of employees. A planned curriculum will contribute to the program’s success.

First impressions of new employees affect future job satisfaction, competence and loyalty. An orientation program is a critical factor in shaping the work attitude. The attitudes formed in the early days on the job tend to persist and are not easily changed.

There are three parties who are the main stakeholders in the success of onboarding and orientation:

1. **Human Resources:** Responsible for providing the necessary new employee documents and mandatory trainings and ensuring their accurate completion.

2. **New Employees:** Responsible for learning college or district policies and procedures, who need to know their surroundings, and who hope to grow in their jobs.

3. **Management or designee:** Responsible for providing a departmental and college or District Office orientation.

**Procedure:**

All new employees, classified staff, confidential employees, supervisors, and managers of the District will be provided with a three-phase onboarding/orientation to the organization, as follows:

1. **Orientation Onboarding process** to complete new employee documents conducted by the college or District Human Resources Office depending on the location of the employee (to be completed prior to the employee’s on the employee’s first day of work).

2. A structured full day orientation to the organization (to be completed within 30 days of employment).

2. **Mandatory training modules** identified by the District Human Resources department to be completed online or in person within 30 days of the employee’s hire date.

3. Orientation to the department and college where the employee will be physically located. This orientation is to be conducted by the hiring manager/supervisor (within the first week of work).

4. A structured orientation to the organization facilitated by the District Human Resources Office (to be completed within 90 days of employment).
CLASSIFIED STAFF ORIENTATION

Orientation provides classified new employees with a comprehensive overview of the organization and an introduction to their department located either at the college or District Office. Orientation of all new employees to the organization is required and is the official welcome from the college or District Office. The Human Resources Department (either at the college or District Office) and the hiring manager/supervisor will be responsible for the orientation of employees. A planned curriculum will contribute to the program’s success.

First impressions of new employees affect future job satisfaction, competence and loyalty. An orientation program is a critical factor in shaping the work attitude. The attitudes formed in the early days on the job tend to persist and are not easily changed.

There are three parties who are the main stakeholders in the success of orientation:

1. Human Resources: Responsible for providing the necessary new employee documents and ensuring their accurate completion.

2. New Employees: Responsible for learning college or district policies and procedures, who need to know their surroundings, and who hope to grow in their jobs

3. Management: Responsible for providing a departmental and college or District Office orientation.

Procedure:

All new employees of the District will be provided with a three-phase orientation to the organization, as follows:

1. Orientation to complete new employee documents conducted by the college or District Human Resources Office depending on the location of the employee (to be completed prior to the employee’s first day of work).

2. A structured full day orientation to the organization (to be completed within 30 days of employment).

3. Orientation to the department and college where the employee will be physically located. This orientation is to be conducted by the hiring manager/supervisor (within the first week of work).