

DISTRICT GOVERNANCE COUNCIL
Tuesday, November 11, 2008
1:00 p.m.
Board Room, District Office
AGENDA

1. Call to order
2. Review of the November 11, 2008 agenda
3. Correction and approval of October 14, 2008 minutes
4. Chancellor's Report
 - Review of November 19, 2008 Governing Board Agenda
 - Chancellor's report
5. Human Resource Procedure 2040.01, Sabbatical Leave for Faculty (Revised) – 1st Read
{*Gene Huff*}
6. Human Resources – Update {*Gene Huff*}
7. 2009-2010 Budget Planning – Information {*Kindred Murillo*}
8. Reports from constituent groups
9. DGC Steering Committee Report
10. Adjournment

****DGC will reconvene at 2:30pm with other District personnel to work on the 2009 Strategic Plan.**

SABBATICAL LEAVE FOR FACULTY

In order to evaluate all sabbatical leave proposals in a fair and equitable manner, the Sabbatical Leave Committee's position shall be:

The proposed plan of work must relate significantly to the proposer's professional assignment and educational program of the college and be of value to students, staff and colleagues. It should have the effect of enhancing the applicant's background or improving his/her professional competence. Equal value shall be given to study, research, travel, creating activity or any combination thereof. Should the proposal affect the educational program of the applicant's department/sub-area, division/area or college, or have an effect on some other aspect of services of the college, the applicant should have discussed the proposal with appropriate persons. In such cases, a letter or letters from department/division chairs indicating awareness and concurrence with applicant's proposal should be submitted with application.

Ranking Procedure

Prior to Application Ranking Meeting:

1. Include RUBRIC with each application in bound book to be sent to committee members one week prior to ranking meeting.

At Application Ranking Meeting:

2. Each committee member will be given at the meeting a Member Ranking Sheet and Member Tally Sheet.
3. Applications will be discussed individually. At the end of each discussion, committee members will be given time to score each category on the RUBRIC and total the scores for that application on the Member Ranking Sheet.
4. 5. After all proposals have been discussed, scored, and ranked, committee members will transfer information to Member Tally Sheet. Each committee member ranks his/her own scores, giving a "1" to the highest score, "2" to the second highest, etc. In case of a tie, a midpoint rank is given. (For example, if two are tied for sixth place, then each receives a rank of 6.5.)
5. 4. Unacceptable Applications: If two-thirds of the members rounded to the nearest whole number, 9 out of 14 currently, give a score of less than half the possible points, i.e., ~~84~~ ~~90~~ possible points, $\frac{1}{2} = 40.50$, ~~45~~ an application will be rejected. Committee members will circle rankings that are unacceptable. (Based on specific criteria in RUBRICS, committee will be able to provide concrete reasons for rejecting an application.)
6. Committee members turn in Member Tally Sheet to Chairperson. Recording Secretary leaves meeting and records all rankings. Rankings in columns 1-14 will be added, totaled and ranked. The lowest sum is the proposal ranked number "1". The second lowest sum is ranked "2", etc. The computations will take close to one hour depending on number of applicants. Recording Secretary will photocopy for committee members and take back into meeting.
7. The first criterion to break a tie in ranking will be "years since last sabbatical" with "years of service in the District" as the second criterion.

8. Committee will give feedback on what to communicate to unsuccessful applicants by referring to their individual RUBRIC form on the applicant. Applicants will be notified in writing by the Chancellor or designee of their individual ranking and that the number of sabbaticals to be funded will be based on the cumulative cost of replacing those on leave, calculated in order of ranking.

Modifications of Approved Sabbatical Leave Applications

1. Proposed modifications to approved sabbaticals are viewed seriously and should occur only because of significant, unforeseen circumstances **or opportunity**.
2. Any modifications in the approved objectives, activities, timelines, or evidence of the sabbatical leave program either prior to or during the sabbatical shall have **prior approval** of the committee.
3. **Any changes, which have not been approved by the Sabbatical Leave Committee, jeopardize the acceptance of your the Sabbatical Leave Report and hence the completion of your the sabbatical is at risk. Unauthorized changes can result in financial penalties. All the evidence listed must be produced in its entirety.**
4. Modifications to sabbatical proposals must be submitted as directed in writing by District Human Resources. Any modifications to the approved sabbatical project shall be submitted on the Request to Modify Sabbatical Leave Program form.
5. Requests for modifications to approved sabbatical leave applications shall be submitted to the chair of the Sabbatical Leave Committee with a copy to the Associate Vice Chancellor for Human Resources.
6. The chair shall submit the request to the committee for a vote by mail or electronic mail ballot or in a formal meeting if the request has been submitted in a timely manner and the change is not a substantive one to the **equivalent in** scope, rigor and quality of the approved original application.
7. If the request is not timely or is a substantive change, then it shall not be forwarded to the committee and shall be denied by the chair.
8. A majority of the committee members must approve the request for modification in order for it to be accepted.
9. The chair shall notify the applicant and committee members of the outcome **as specified in the United Faculty Agreement.**

Miscellaneous

1. ~~Any change in the approved objectives, activities, or evidence of the sabbatical leave program either prior to or during the sabbatical shall have prior approval of the committee. This approval may be granted either by mail ballot or in a formal meeting. Failure to obtain such approval may result in financial penalties. (moved to #6 above)~~
1. Sabbatical leave projects may be completed by the end of the semester or semesters for which the sabbatical was granted. In the event of a medical or other emergency during the sabbatical, the grantee may apply to the committee for a modification of the original proposal either (1) to reduce the scope of the project shall not require committee approval but does require approval of the Chancellor (if sick leave is used) or (2) to change the timelines to allow use of summer time periods to complete the project. The report for the completed sabbatical will be due within thirty (30) days of the revised completion date.
2. The Sabbatical Leave Committee may grant an extension of up to thirty (30) calendar days in cases

where the sabbatical recipient, for compelling reasons beyond her/his control, is unable to meet the deadline for submitting the sabbatical report. It is the policy of the committee not to approve extensions longer than thirty days.

3. In the evaluation of applications, quality is to be considered a more important criterion than seniority.
4. If the employee does not serve for the entire period of service agreed upon (equivalent to twice the period of the leave), the amount of compensation paid for the leave of absence shall be reduced by an amount which bears the same proportion to the total compensation as the amount of time which was not served bears to the total amount of time agreed upon. (Education Code 87771).
5. The Governing Board's expectation is that full-time service will immediately follow the completion of the sabbatical leave with no requests for leave of absence or reduction of workload until the full-time service obligation to District has been met.
6. A partially compensated one-year sabbatical leave during the five years immediately preceding the year in which an employee wishes to be assigned a pre-retirement reduced workload under United Faculty agreement Article 14.2 causes the employee to be ineligible for the reduced workload.

Key Points from Expanded DGC Meeting on District Strategic Plan Development

Oct. 14, 2008

Hopes and expectations for the new district strategic plan from the expanded group were:

- An inclusive and collaborative process to create ethical and tangible district-wide priorities that support the missions and align with the strategic plans of the colleges.
- A plan to achieve fiscal prosperity and strategic resource allocation through optimal productivity, accountable oversight, and sustainable practices.
- A district-wide shared vision to improve learning for students.
- A priority of increasing the percentage of full-time faculty.

Responses to planning assumptions and guidelines:

1. Suggest that language be ..."before June 20, 2009, and begin implementation on July 1, 2009."
2. Recommend that CCCCD adopt strategic "priorities" or "themes" for the campuses to use as bases for their strategic plans.
3. Issues with accuracy and relevancy of data that are most readily available. Are data valid and reliable or anecdotal? Are data provided in response to questions raised, or are questions asked based on the data that are available?
4. Why was previous draft not implemented? Is the goal to create a new plan or adjust the previous draft to reflect current realities?
5. Need to get horizons of college plans for district-wide alignment. CCC's new plan covers 2007-12. What about LMC and DVC?
6. Need definition and purpose of value statements. Statements of accountability also needed.
7. Measurements for accomplishments are needed.
8. Recommend the following additional assumptions:
 - a. The district office (DO) has a strategic plan that integrates with the district-wide CCCCD plan.
 - b. Determination of whether CCCCD plan is created top down or bottom up.
 - c. DO plan is provided to DGC.
 - d. Align CCCCD plan with college plans by incorporating the existing college plans into the district-wide plan.

Responses to planning to plan discussion questions:

1. See hopes and expectations above.
2. Questions about how the district plan should "look" need to be discussed with constituency groups.

3. Build in accountability. State priorities among the themes/directions of the plan. Define key concepts used in themes/directions. Fund priorities first.
4. Examine college cycles to find alignment pattern. Create cycle for optimal amount of paperwork and bureaucracy. Perhaps the first cycle would be seven years, followed by six-year cycles that coincide with accreditations.
5. Constituency groups need to discuss additional resources that will be needed to create the plan.
6. DGC should hear progress reports a month before they go to the governing board rather than a week before.
7. Presidents' cabinets will be polled about additional participants in the creation of the CCCCD plan.

Expanded DGC Strategic Planning Meeting

Revised October 28, 2008

District Strategic Plan Development

Purpose of Expanded DGC Strategic Planning Meeting: To engage in dialogue on the development of the District Strategic Plan (“Planning to Plan”).

Desired Outcome: To develop a list of Planning Assumptions and Guidelines to recommend to Chancellor’s Cabinet. Next Step is discussion with the Research Council.

Resource Documents Provided:

CCCCD Strategic Directions 2005-2009; Draft Strategic Plan 2007-2010; District Strategic Plan 2001-2006; BP 1012, Strategic Planning; and Strategic Planning Terms.

Introductions of Presenter and Facilitator:

Deborah Blue, Planning to Plan Discussion; Linda Cherry, DGC Management Council Representative, will be the “Bucket List” facilitator in her participation in district strategic planning for her approved Sabbatical Leave project on college and district research and planning; and Dr. Fred Trapp, Research Consultant.

Proposed Planning Assumptions and Guidelines

Note: The revisions that follow represent discussion and consensus of the Research (and Planning) Council on October 17, 2008. Additions are highlighted and the discussion highlights from DGC are on an attached document summarizing the key points from the expanded DGC meeting on October 14, 2008.

1. The DGC will oversee the development of a new district strategic plan to be completed by spring 2009, approved by the Governing Board before June 30, 2009, and ~~begin implemented~~ implementation by July 1, 2009.
2. The strategic plan will include approximately four or five strategic directions.
3. The strategic plan will be grounded in environmental scan and other research data, which is overseen by the Research and Planning Council.
4. The draft *District Strategic Plan 2007-2010* will be used as a starting place to begin development of the District Strategic Plan for implementation in 2009.
5. Current plans and planning structures, such as each of the college’s plans, unit plans, and connections to resource allocations will remain in place and provide foundations for further connections and linkages.
6. The strategic plan will include values statements of the District.

7. The strategic plan will include core indicators of effectiveness. (DGC: Measurements for accomplishments are needed.) (Research Council: We will benchmark our metrics.)
(Dr. Fred Trapp will give a brief presentation on benchmarking and core indicators of effectiveness.)

Other (See response #8 on the Expanded DGC Meeting Key Points.)

8. Other recommended planning assumptions should include:
- a. The District Office has a strategic plan that integrates with the district-wide CCCCD plan;
 - b. Determination of whether the CCCCD plan is created top down or bottom up;
 - c. DO plan is provided to DGC;
 - d. Align CCCCD plan with college plans by incorporating the existing college plans into the district-wide plan.
- 9.
- 10.

Planning to Plan Discussion Questions

The following questions are asked to begin the dialogue to generate additional planning assumptions and guidelines, issues of concern, and or interests to be met. Resolutions to these questions will be moved to the list of proposed planning assumptions. Please use the resource documents above as you think about these questions.

1. In general, what are your hopes and expectations for the new district strategic plan?
2. What will the district strategic plan "look like"? Will the following, of the current draft plan, be reconsidered and included, or included "as is"?
 - The District and the Community Around Us
 - The Planning Process
 - The Purposes [of the district strategic plan]
 - Planning Assumptions and Challenges
 - Vision
 - Mission
 - Strategic Directions
 - Goals
 - Objectives

(DGC members will discuss with their constituents and report back in November.)

3. In addition, will the strategic plan also include:
 - Progress/Outcomes statements defining what success will look like) for each strategic direction? (DGC: Build in accountability.)
 - A template for identifying:
 - Specific implementation strategies for goals and objectives?
 - Timelines?
 - Responsibilities for implementation?
 - Resources for implementation?
 - Core Indicators of effectiveness
4. What will be the duration of the strategic plan? Three years? Five years? (DGC: Examine college cycles to find alignment pattern.)
5. What additional information resources are needed to inform the development of the plan (in addition to environmental scan and research data from the Research Council)? For example, how will college and program priorities and needs, Board input, faculty and staff input, accountability mandates, accreditation recommendations and standards, system-wide goals, be addressed, if at all? (This question will be asked of Chancellor's Cabinet as well.)
6. Will the DGC receive progress reports on accomplishments of the strategic directions, and core indicators of effectiveness? (DGC: DGC should hear reports a month before they go to the governing board rather than a week before.)
7. How will the DGC expand participation (with whom) for the development of the strategic plan? (DGC: Poll Chancellor's Cabinet as well.) (Research Council: The Research Council as a whole and invite Vice Presidents.)
8. Will the expanded DGC's strategic planning work include a half-day retreat, or a specific number of expanded DGC meetings, and/or via other venues

Wrap-Up

Date of next Expanded DGC Strategic Planning Meeting (DGC and Research Council: November)

Topics for Discussion (Reports from constituency groups, and presentation of the College's strategic plans.) (Research Council: Research Council will provide crosswalk templates to show alignment of District and College strategic directions using the District 2005-2009 strategic directions and the draft 2007-2010 strategic directions.)

Added members to participate in the meeting.

Other?