

**Contra Costa Community College District**

**District Governance Committee (DGC)**

**Date:** June 14, 2011

**Time:** 1:00 p.m. – 4:00 p.m.

**Location:** D.O. 6<sup>th</sup> Floor

**Attendance:**

**Classified:** Mike West, Georgette Stewart, Greg Evilsizer, Ann Patton, Mercy Pono, Rose Orpilla, Coleen Lento

**Faculty:** Michael Norris, Jeff Michels, Laurie Lema and Richard Akers

**Managers:** Sandra Smith, Bob Estrada, Bill Oye, Leverett Smith and John Wade

**Students:** Keith Montes, Alex Silva

**Guests:** Helen Benjamin, Kindred Murillo, Jennifer Ounjian and Mojdeh Mehdizadeh

**Absent:**

**Classified:** Linda Kohler

**San Ramon:** Tedmund Munoz

**Faculty:** Michael Yeong, and Glen Appell

**Managers:** Tonia Teresh and Michael Todd

**Students:** Francisco Hinojosa and Rodney Wilson

<b>Item#</b>	<b>Topic</b>
<b>1</b>	<b><u>Call to Order:</u></b> <ul style="list-style-type: none"><li>• The meeting was called to order at 1:02 p.m.</li></ul>
<b>2</b>	<b><u>Review of the June 14<sup>th</sup>, 2011 agenda:</u></b> <ul style="list-style-type: none"><li>• Agenda was approved.</li></ul>
<b>3</b>	<b><u>Correction and approval of May 17<sup>th</sup>, 2011 minutes:</u></b> <ul style="list-style-type: none"><li>• The minutes were approved.</li></ul>
<b>4</b>	<b><u>Chancellor's Report:</u></b> <ul style="list-style-type: none"><li>• <u>Review of June 22<sup>nd</sup>, 2011 Governing Board Agenda</u><ol style="list-style-type: none"><li>a. The Governing Board will be having their annual retreat next Wednesday from 3pm-5pm.</li><li>b. The Board will conduct a self-evaluation and will add the progress they have made.<ol style="list-style-type: none"><li>i. 4cd is one of the few districts in the state that ties the Board's goals to the District's goals.</li><li>ii. Their goal in this meeting is to review the goals and evaluate progress.</li></ol></li></ol></li></ul>

- a) 6.1 is the goal that does not relate to strategic direction/function but is a board goal.
- b) The Board will draft new goals and objectives for 2011-2015.
- c) In this meeting they'll form a subcommittee that will make recommendations on goals. Retreat ends at 5pm.
- c. Reconvene to public at 6pm.
- d. Consent agenda: The colleges have done a good job on creating several transfer degrees, in particular the faculty.
- e. Non-consent agenda:
  - i. The District will move an additional \$8.8 million into the irrevocable trust from our revocable trust for Post Employment Benefits (OPEB) retirement liability. The total liability according to the report from 2008 was \$262 million. Question: Would waiting until after July 1<sup>st</sup> make a difference? This is a recommendation for next year. The District will be gradually putting money into it.
  - ii. Ratification of contracts for contract administrators: Currently there are eight as of July 1<sup>st</sup>. There appears to be only five because Chancellor Benjamin's was approved in January, Kindred Murillo will be leaving and not accounted for in 2012-2014 and McKinley Williams might retire. That is why there are three starting July 1, 2011 ending June 30, 2014.
  - iii. 88-B ratification of addendums: Each administrator is going to do a furlough \$123k (total: accounting for loss of Kindred's salary and Helen's contribution) for the six people it equals \$437,480.
  - iv. Resolution for rescission and extension of layoff notices of designated classified staff at LMC. Research extended from July 1<sup>st</sup> to August 31<sup>st</sup>.

- Chancellor's Report

- a. The Chancellor extends her gratitude to the members of DGC for their service and to Michael Norris for being an exquisite chair.
- b. Today is Kindred's last meeting and the Chancellor publicly thanked her for her work with DGC.

5

**Governance and Decision Making Results – 2<sup>nd</sup> Read {Mojdeh Mehdizadeh}**

- The District began reviewing governance and decision making last month as a recommendation from the accreditation team visits.
- The written comments in the survey results categorized communication issues, organizational issues, participation issues, representation issues and whether employees were satisfied.
- The goal is to provide feedback to the Chancellor's cabinet on how the decision-making process can be improved.
- Feedback after review of survey results:
  - a. Develop a subcommittee to prepare a summary by topic and action that gets posted on intranet site (format of governing board summary for DGC, a section of governance updates in the News, a better form of posting out).
  - b. Let people know what was coming up in governance and what has happened (to be included in the news).
  - c. Marketing has started sending out bullet points about what the district governing bodies are doing (what's on the horizon – report out). Combine district level committees reports of what is going on – maybe one email a semester.
  - d. Provide a recap of what has happened, highlighting the changes.

- e. Include a link to agendas/minutes after summary that says, “For more info...”
  - v. On moving the times:
    - a) There were no suggestions.
  - vi. DGC steering committee:
    - a) Use CCC Confer.
    - b) Electronic is the way that we need to move, but it isn’t totally efficient. CCC Confer makes it hard to confer.
    - c) DGC Steering Committee should maintain quarterly face-to-face contact.
  - vii. On blogs, posting comments:
    - a) Use Wordpress and Sharepoint: if the new way of business can tie into Sharepoint better, it could increase participation.
  - viii. On participation:
    - a) Many of the faculty work through FSCC. There isn’t a lot of communication with faculty reps on DGC. Maybe for faculty reps serving on FSCC and DGC should be the same people. But it may be hard to find faculty who can participate in both.
    - b) The DGC managers’ council is irregularly scheduled and other meetings seemed to be scheduled that conflict, like the President’s council.
    - c) If the time changed there could be more faculty members willing to participate.
    - d) From a historical point of view, when first started DGC there was a lot of concern from UF and Local 1 on decision-making without union representation even though it wasn’t collective bargaining, so the reps were union and faculty/classified reps, which probably contributed to the lack of changing representation.
    - e) At one point in time, the District didn’t have a Classified Senate; it’s rather new at the District level. We have discussed how to improve participation and suggest that it be presented at NEO (new employee orientation).
    - f) It’s up to the manager or president to allow some level of classified participation as part of the workday. The same people have certain department support. If it was in the evaluation under “leadership characteristic”, which would garner good marks for participating, it might increase participation.
    - g) In the midst of a budget crisis, people that could make a contribution are less willing to leave their desks.
    - h) The Chancellor was stunned by the number of responses from people who didn’t know what DGC was. The dissemination of information is important to improving this.

**6**      **Budget Planning for 2011-2012 {Kindred Murillo}**

- FY 2011-2012 (from tentative budget): State may take deferral - \$3 million may go away. The District is either going to end up with a budget with some kind of tax extension vote which is going to prolong not knowing, or if the State goes the way of one-time gimmicks and fixes we will have 2-3 years more of budget cuts as a result of a large state deficit. 5%-10.93 % reduction for community colleges statewide, (\$1.2 million more in reductions than the worst case league scenario which is about an \$11.5 million reduction). The only thing that we’ve gotten some relief on is the PERS rate. We’re not too far off on the cost piece. FTES 29,971 = total revised funded FTES. We started with 29,715 resident FTES, 690 growth, total 30,405. The revised growth moved down because we lost some of it due to the ISAs: FTES adjustment of 646 (390

	<p>total: CCC=147, LMC=243) so the revised funded FTES base = 29,971 for the next fiscal year.</p> <ol style="list-style-type: none"> <li>a. Two things that happened: losing \$1.9 million in base which equates to CCC and LMC losing \$1.9 million this June because it's no longer a part of the District base and is ongoing. \$4.4 million is a one-time payment over three years starting at 2011-2012.</li> <li>b. At DGC, we spend the majority of our time talking about the unrestricted general fund, which is about \$181 million, but we do have multiple funds and it's not just a matter of having one fund.</li> <li>c. Unrestricted General fund budget Targets: 2010-11 we had \$170 million and we're looking at \$143 million in the tentative budget</li> <li>d. Unrestricted general fund budget uses: beginning fund balance (\$29 million reserves, \$149 million revenues, \$155 expenditures. End fund balance \$23,109,169 (comprised of reserves -close to \$5 million in hits)</li> <li>e. Summary Overview 2011-2012 Tentative Budget/Unrestricted General Fund: start 2011-2012 with about \$29,088,826 (designated-money set aside for things like load banking, vacation accrual, co-curricular trust and undesignated reserves), Revenues = \$181,708,347, budget uses = \$40,726,169, ending with \$23,109,169.</li> </ol>
7	<p><b><u>DGC Recommendations for use of Reserves {Michael Norris}</u></b></p> <ul style="list-style-type: none"> <li>• Develop and implement strategies to downsize the organization: scale workload reduction, the last resort would be furloughs.</li> <li>• Question: Why is there still a 10% reserve if 8% was suppose to happen before furloughs:       <ol style="list-style-type: none"> <li>a. Cost increases (on-going costs) are part of revenue reductions. According to the chart (provided) there is close to \$5.9 million of reserves used this year leaving a \$23 million ending balance. 2012-2013 \$3.9 million of reserves ending with a balance of \$19 million. In 2013-14, \$1.9 million reserves ending with a balance of \$17 million (doesn't include a significant lawsuit whose numbers aren't accounted for, which will lower the number even more).</li> <li>b. The reserves are being kept at 10% in case funds are needed mid-year.</li> </ol> </li> <li>• Faculty, classified and managers reached a consensus on keeping the 10% level of reserves for 11-12.</li> </ul>
8	<p><b><u>Annual Review of DGC Bylaws, including the addition of reviewing Board resolutions and District positions to part of its scope (Section II.C.4) {Michael Norris}</u></b></p> <ul style="list-style-type: none"> <li>• It was suggested that there would be greater involvement if there were term limits.       <ol style="list-style-type: none"> <li>a. It is up to the different constituencies to come up with names, which should be the decision of the senates.</li> <li>b. DGC resp should discuss this item with their senates.</li> </ol> </li> <li>• Review of board resolutions and district positions       <ol style="list-style-type: none"> <li>a. Include governing board resolutions and add last time revised to footnote of documents.</li> <li>b. M. Norris will send the information forward.</li> </ol> </li> </ul>
9	<p><b><u>SS 3001, Admissions, 2<sup>nd</sup> read {Jennifer Ounjian}</u></b></p> <ul style="list-style-type: none"> <li>• Proposed changes by Admissions directors are indicated by the light grey highlights and DGC recommendations are the dark shading.</li> <li>• Admissions &amp; Records reviewed the recommendations and made changes.</li> </ul>

	<ul style="list-style-type: none"> <li>• Motion to approve, second, so moved.</li> <li>• SS 3001 was approved with the changes.</li> </ul>
10	<p><b><u>2011-2012 Calendar dates {Michael Norris}</u></b></p> <ul style="list-style-type: none"> <li>• January date changes.</li> <li>• Spring Break changes.</li> <li>• Motion to approve, second, approved.</li> <li>• M. Norris will send out the final version of the calendar.</li> </ul>
11	<p><b><u>DGC Chair for 2011-2012 {Michael Norris}</u></b></p> <ul style="list-style-type: none"> <li>• K. Montes recommended Alex Silva, VP of Legislative Affairs for DVC Associated Students. <ul style="list-style-type: none"> <li>a. A. Silva wants to increase awareness of DGC and how it can improve.</li> <li>b. Faculty Rep recommends that in the future DGC considers having a co-chair/mentorship on leadership when it's the students' turn to chair DGC.</li> <li>c. A. Silva is open to co-chairing with CCC student rep Rodney Wilson.</li> </ul> </li> </ul>
12	<p><b><u>Changes in DGC (and DGC steering committee) representatives for Fall 2011-2012 {Michael Norris}</u></b></p> <ul style="list-style-type: none"> <li>• Classified: Coleen Lento will be replaced with Monica Pope; Mercy Pono will not be returning and there isn't a replacement as of yet.</li> <li>• Managers: Leverett Smith won't be returning, R. Sison will not be returning. M. Todd has termed out and there isn't a replacement at this time.</li> <li>• Faculty: R. Akers goes to W. Organ, R. Sison gone, M. Norris gone</li> </ul>
13	<p><b><u>Diversity Issues associated with recent layoffs {Michael Norris}</u></b></p> <ul style="list-style-type: none"> <li>• LMC's IDEA Committee sent out a statement regarding their concern that layoffs were affecting diversity on campus.</li> <li>• The complete research by the District is not totally complete but so far, is showing that women have disproportionately been affected by the layoffs.</li> <li>• DVC felt that it was a collective bargaining issue, should go to EODAC. <ul style="list-style-type: none"> <li>a. The charge for EODAC has to come from DGC; there is a policy dimension at the DGC level.</li> <li>b. Chancellor Benjamin will be including the equity in the workplace in the achievement gap.</li> <li>c. There is a piece that wasn't a part of collective bargaining prior to the collective bargaining part at the management level. <ul style="list-style-type: none"> <li>i. There have been specific recruitment efforts to be more diverse, but the gains are lost based on the decisions made.</li> </ul> </li> </ul> </li> <li>• There will be a presentation coming out of cabinet, data will span over the years, recommend that it go to EODAC.</li> <li>• Faculty, managers and classified approve that equity in the workplace be a part of EODAC work and at the DGC level where applicable.</li> </ul>
14	<p><b><u>Reports from Constituent Groups</u></b></p>

	<ul style="list-style-type: none"> <li>• Faculty: Richard Akers will be leaving.</li> <li>• Managers: No report.</li> <li>• Classified: Classified will be sending a group to the Classified Leadership Institute next Thursday, Friday and Saturday.</li> <li>• Students: no report</li> </ul>
15	<p><b><u>DGC Steering Committee Report</u></b></p> <ul style="list-style-type: none"> <li>• Michael Norris: Extends his thanks to everyone who helped with the job. The access and transparency have helped him carry out his duties as DGC Chair.</li> </ul>
16	<p><b><u>Adjournment</u></b></p> <ul style="list-style-type: none"> <li>• Meeting is adjourned at: 3:52 p.m.</li> </ul>