

District Governance Council
March 23, 2010
Meeting Minutes

Roll Call

Classified:

Present: Greg Evilsizer, Jocelyn Iannucci, Linda Kohler, Mercy Pono

Absent: Krista Ducharme, Michael Gong, Rose Orpilla, Mike West

Faculty:

Present: Richard Akers, Vern Cromartie, Jeffrey Michels, Michael Norris,
Ruth Sison, Michael Yeong

Absent: Laurie Lema

Management:

Present: Yvonne Canada, Linda Cherry, Robert Estrada, Sandra Smith,
Michael Todd

Absent: Lyn Krause, John Wade

San Ramon Campus:

Present: Russ Holt

Absent:

Students:

Present: Chelsea Cheung, Brian Donovan, Keith Montes, De'shawn
Woolridge

Absent: Crystal Collins

Guests: Helen Benjamin, Gene Huff, Kindred Murillo, Lindy Maynes (minutes)

Call to Order

The meeting was called to order at 1:04 p.m.

1. Review of the March 23, 2010 agenda

- a. The agenda was approved. New members to the student and management constituencies were introduced and welcomed.

2. Correction and approval of February 16, 2010 minutes

- a. Minutes were approved.

3. Chancellor's Report

- a. Review of March 31, 2010 Governing Board Agenda
 - i. A reception for newly tenured faculty will be held before the meeting.
 - ii. Board Agenda Item 69-A: Updating the District's Conflict of Interest Code.
 - iii. Board Agenda Items 70-C, D, E: The retirement incentive is being offered again with a change from 6 points to 7 points. Gene estimates that 18 people are eligible with the enhanced incentive.

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- b. Chancellor's Report
 - i. Accreditation recommendation #4 Update
 - 1. Develop and implement two new policies: Institutional Effectiveness and Leadership and Governance.
 - a. Helen will meet with DGC Steering Committee about this in April and get feedback. It will be discussed at next month's DGC meeting so DGC can provide input.
 - ii. Helen attended a meeting in Sacramento where Jeffery Michaels received the Faculty Association for Community Colleges Faculty of the Year award.
 - iii. Helen will be sending out a budget update (layoff discussions) very soon.

4. Budget Presentation: Handling Deficits and Charging District Office/District-wide Services (DO/DW) Costs to Colleges {Kindred Murillo}

- a. Budget Reduction Values
 - i. Provide access for students to meet the demand created by the current economic environment, as much as possible.
 - ii. Respect that we are one District that values the autonomous nature of our colleges and needs of our communities for equal access.
 - iii. Maintain as many services as possible to ensure student success.
 - iv. Purchase only essential supplies and services.
 - v. Backfill classified hourly only when essential.
 - vi. Manage enrollment through productivity.
 - vii. To the extent possible, avoid layoffs.
 - viii. Follow established decision making policies and procedures.
 - ix. Communicate openly.
- b. Budget Reductions:
 - i. Fiscal Year (FY) 2009-2010
 - 1. Two year budget reduction of \$11.5 million
 - a. FY 09-10 - \$7.9 million in cuts; we back filled with \$3.6 million, plus an additional \$.6 million from the undesignated reserve to help off-set costs to categorical programs (\$4.2 million total)
 - b. FY 10-11 - \$4.2 million in cuts from unrestricted funds
 - c. Additional costs and corrections of about \$700K to rectify errors made in 2009-10.
- c. Budget Projections for 2010-2011
 - i. Complicated by implementation of new allocation model.
 - ii. Assumptions for Projected Increases
 - 1. -.38% Cost of Living Adjustment (COLA) (this is a cut from the state)

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2. 8.5% increase in Health and Wellness costs
 3. 140% increase in unemployment insurance (estimated at \$564,760)
 4. 5% increase in PERS (estimated at \$526,761)
 5. Step and column increases (estimated at \$1.2 million)
- iii. Reductions for FY 10-11
1. \$4.9 million as second phase of budget reductions. (\$3.6M backfill from reserves, \$.6M backfill from reserves, \$.7M error adjustments)
 2. \$3.5 million in increased costs
 3. Total FY 10-11 reduction of \$8.4M for district
 - a. Total reduction of \$16.3 million over FY 09-10 and FY 10-11 to the unrestricted general fund. This does not include categorical reductions.
- iv. Update on the New Allocation Model
1. New Documents for Review Posted on the Website
<http://www.4cd/business/allocationmodel/forms/alltems.aspx>
 2. The Chancellor met with the College Presidents to discuss District Office/District-wide Services.
 3. Established a potential format for having further discussion of costs.
 4. Will continue to explore centralized/decentralized services.
- v. New Allocation Model Language (see attached presentation)
1. Assessments for Centralized Services
 - a. The SB 361 funding model allocates resources to the colleges in the same manner as received by the District. This methodology allocates all of the resources to the colleges as earned based on Full-Time Equivalent Students (FTES). Assessments are then made for centralized services provided on a District-wide basis. Being part of a multi-college district, colleges benefit from sharing costs that are less expensive when paid for collectively rather than on an independent basis.
 - b. The model will utilize a system of assessments to fund centralized services provided by the District Office, District-wide Services and shall include assessments for the colleges' share of regulatory costs. These costs are budgeted as close to actual as possible and directly driven by the resources required to deliver assigned services and pay for regulatory requirements. The following costs are those that will be charged back to the colleges through a per-FTES assessment:

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- i. **District Office:** Costs incurred for operation of centralized services provided by District office staff such as purchasing, payroll, accounting and accounts payable, etc.
 - ii. **District-wide Services:** Costs to support those District functions which are most effectively managed on a centralized basis, such as utilities, police services, information technology, human resources, and facility services.
 - iii. **Regulatory Costs:** Costs associated with mandated, statutory, or contractual costs that must be paid and cannot be reduced or changed, e.g. retiree health benefits, property and liability insurance, audit, etc.
 1. The Council requested and Helen will provide DGC members the roles and responsibilities document, which delineates the services provided by the District as well as the colleges (such as payroll, human resources, etc.).
 - a. In addition, certain programs will continue to be administered on a centralized basis and will be funded through a per-FTES assessment. These include locally funded staff development, faculty sabbaticals, classified and faculty senate expenses, United Faculty and Local One release time, non-college specific international education, CEEP, and SUI experience charges.
 - b. A review of District Office, District-wide and regulatory costs will be conducted prior to the implementation of the model. Centralized services offered by the District office will be reviewed and evaluated regularly.
 - c. In making this model operational, there are a number of issues that may arise and it is the intent of this paper to outline possible solutions to some that have been identified. These will eventually become part of the District's formal written business procedures.
- 5. Board Policy 4001-Standards of Scholarship-Information** {Robin Armour}
- a. Motion to review Board Policy 4001 and Curriculum and Instruction Procedure (C&I) 4001 prior to other agenda items. Motion approved.
 - b. Change from Credit/No credit to pass/no pass.
- 6. C & I Procedure 4001, Standards of Scholarship-Information** {Robin Armour}
- a. Per Title V changes

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- i. Procedures for Incompletes and Withdrawals
- ii. Policies are District-wide, not by individual college.

7. Human Resources Procedure 2090.07-Faculty Reassigned Time Guidelines-
2nd read {Gene Huff}

- a. Faculty moved to approve and students seconded. The procedure was unanimously approved.

8. Community Service Project-Information {De'Shawn Woolridge and Kindred Murillo}

- a. De'Shawn and Kindred discussed the concept of service learning at the colleges. Service learning is a curricular issue, not within the purview of DGC.
- b. The discussion evolved into the students stating the information is not being explained to all the students in such a way that they can understand and advocate effectively for themselves and other students. They suggested a "traveling" road show type of informational discussion be held at the sites. The District Office staff held such forums and they were not well-attended by students. The real issue is the need to engage the students more.
- c. DGC discussed ways to effectively encourage student engagement in information sharing and participatory governance.
- d. It was recommended that the issues be discussed with the Student Trustee Advisory Committee (STAC) and the DGC Steering committee in relation to education about the budget.

10. Reports from constituent groups

Students: LMCAS listing goals for next year. STAC is meeting Monday. Region 3 of the Student Senate for California Community College met on March 13 and will meet again April 17. Students from DVC expressed concern that the management position that advises ASDVC is slated for elimination.

Classified: Holding joint Classified Senate meeting. JobLinks will be June 3. Thanks to the Chancellor for the Chancellor Chat. Several Classified staff are attending the Classified Leadership Institute.

Faculty: What is the RICE Award? Have we – or should we – apply for it?

Management: CCC is hosting their annual Hall of Fame event. Management had a meeting last week with Gene Huff regarding layoffs.

11. DGC Steering Committee Report: The Steering Committee met in March via email. The Chancellor will meet with the Steering Committee in April. Discussion where to hold Steering Committee meetings, via CConfer or at the various campuses. The meetings will be held via CConfer.

12. Adjournment 3:09 p.m.