

District Governance Council  
Minutes  
May 19, 2009

Roll Call

**Classified:**

*Present:* Krista Ducharme, Michael Gong, Jocelyn Iannucci, Linda Kohler, Mercy Pono, Mike West

*Absent:* Alma Cardenas

**Faculty:**

*Present:* Richard Akers, Glenn Appell, Jeffrey Michels, Ruth Sison

*Absent:* Laurie Lema, Michael Norris

**Management:**

*Present:* Yvonne Canada, Bob Estrada, Lyn Krause, John Wade, Lindy Wille

*Absent:* Helen Kalkstein

**San Ramon Campus:**

*Present:*

*Absent:* Kevin Horan

**Student:**

*Present:* Christina Cannon

*Absent:* Yu-Han Cheng, Jodie Cheung, Heidi Meldrum, Lindsay St. Hill

**Guests:**

John Baker, Helen Benjamin, Deborah Blue, Linda Cherry, Paul Guess, Gene Huff, Sandi McCray

1. Call to Order

The meeting was called to order at 1:02pm.

2. Review of May 19, 2009 agenda

The agenda was approved.

3. Correction and Approval of April 21, 2009 minutes

Correction to agenda item #13 – remove hyphen from “district-wide”. The minutes were approved with this correction.

4. Chancellor’s Report

• **Governing Board Agenda**

The Chancellor is going green by no longer printing Governing Board agendas. She promised that more electrical outlets will be available for laptop usage at DGC and Board meetings. She reviewed the Governing board agenda including the second read of the Districtwide Mission Statement and Strategic Plan. New compensation reports were developed to show where the finances are spent.

• **Chancellor’s Report**

The Chancellor held her annual “Chancellor’s Chat” meeting with the classified staff on May 15. The major topic of discussion was morale. Bill Harlan is leading the writing of District history. He is creating a book of stories. A book party will be held, possibly at the Shipyards, to celebrate the completion. The Chancellor encouraged DGC members

to complete the leadership program survey. District is looking to hire the Associate Vice Chancellor of Finance.

5. DGC Bylaws (Review) – 2<sup>nd</sup> Read

The following changes and additions were discussed:

Section III.A.3. to be changed as follows:

Additionally, any state approved Center ~~the San Ramon Campus (SRC)~~ will have one representative.

Section III.B.3 to be changed as follows:

The representative from the state approved Center(s) ~~SRC~~ may be any one of the four constituencies and is to be selected by the four ~~constituencies~~ constituency groups of the Center(s) ~~SRC~~. The person chosen will be considered a member of his/her own constituency and will vote with that group.

The following addition to section 5.A:

7. Each spring the DGC will conduct a Districtwide evaluation to ensure its effectiveness.

There was a motion/seconded to approve the amended changes. Motion passed.

6. Districtwide Committee List – Information/Discussion {Helen Benjamin}

Chancellor asked DGC members to look at the districtwide committee list and to fill in the missing pieces. This will be posted to the website.

7. DGC Evaluation (Review) – 2<sup>nd</sup> Read

It was decided to send out the survey in the fall with the following changes: question 3 – remove “knowledgeable about” and add a comment box at the end of the survey.

8. Tentative DGC Calendar for 2009-10 (Review) - 2<sup>nd</sup> Read

The DGC Calendar for 2009-10 was approved.

9. Budget Update – Information/Discussion {Gene Huff/Helen Benjamin}

Gene Huff stated that there will be more cuts to the community colleges than what the state had already budgeted due to the \$21B state deficit. Property taxes statewide are also down 1.1%. The governor is proposing significant cuts to the categorical programs, but nothing is certain at this point. Chancellor Benjamin stated that the district is only hiring critical positions now.

10. HR CCLC Review Packet (Revised) – 1<sup>st</sup> Read {Gene Huff}

There were several revised policies and procedures included in this packet. The revisions were to reflect CCLC suggested changes.

1. Policy 2001 Non-discrimination

Management encouraged adding language to policy to include pregnancy to “medical conditions.” Management also encouraged adding language to include “permanent or temporary” to “mental health.” Students had concerns requesting more clarity regarding non-discrimination procedures and complaints process, something clear-cut and formal. Gene Huff says these are already addressed in the Student Handbook, at College and

District-wide levels. Deborah Blue will consult with Senior Deans of Student Services at each campus to address this issue. This policy will be on the June 16<sup>th</sup> agenda as a 2<sup>nd</sup> read.

2. 2002 Unlawful Harassment

Suggested changes:

- p. 3 2.b.1 the word “negatively” is used twice
- p. 4 “related to the subject matter of the classified” should read “class”

This policy will be on the June 16<sup>th</sup> agenda as a 2<sup>nd</sup> read.

3. 2046 Drug Policy

There was a motion/seconded to approve the amended changes. Motion passed.

4. 2053 Child Abuse Reporting

There was a motion/seconded to approve the amended changes. Motion passed.

5. 2054 Sexual & Other Assaults

There was a motion/seconded to approve the amended changes. Motion passed.

6. 2055 Whistle Blower Protection

This will be on the June 16<sup>th</sup> agenda as a 2<sup>nd</sup> read.

7. 1020.02 Fingerprinting New Employees

A few minor changes were suggested. There was a motion/seconded to approve the amended changes. Motion passed.

8. 1040.07 Unlawful Discrimination/Harassment

This policy will be on the June 16<sup>th</sup> agenda as a 2<sup>nd</sup> read.

9. 1081.01 Smoking Policy

There was a suggestion to remove old language “signs available in purchasing department.” This policy will be on the June 16<sup>th</sup> agenda as a 2<sup>nd</sup> read.

10. 1080.11 Drug-Free Environment & Prevention

It was suggested that the following be added: “and in any District vehicle operated by students or employees.” There was a motion/seconded to approve the amended changes. Motion passed

11. 1080.12 Sexual Assaults

It was suggested the following be added: “on or off campus facility maintained or utilized by the District.” There was a motion/seconded to approve the amended changes. Motion passed

12. 1080.13 Registered Sex Offender Information

Faculty raised issue of sex offenders in same class as children. The policy is vacant in this respect. This policy will be on the June 16<sup>th</sup> agenda as a 2<sup>nd</sup> read.

13. 1080.14 Child Abuse Reporting

There was a motion/seconded to approve the amended changes. Motion passed.

14. 2030.01 How to Employ Faculty  
There was a motion/seconded to approve the amended changes. Motion passed.
15. 2060.09 Employment of Temporary Faculty  
There was a motion/seconded to approve the amended changes. Motion passed.
16. 4000.20 Whistleblower Protection  
This policy will be on the June 16<sup>th</sup> agenda as a 2<sup>nd</sup> read.
11. Human Resource Procedure 1010.01, Equal Employment Opportunity Plan (Final Draft) – 1<sup>st</sup> Read {Gene Huff}  
Faculty requested that this item be brought back for a 2<sup>nd</sup> read to allow more time for review. A discussion ensued. There was some concern that not having an EEO plan leaves the District vulnerable. There was also a comment made by Paul Guess that without the plan DVC is in peril of accreditation. Neither UF nor Local 1 have reviewed Final Draft version. EEO is needed to reflect changes to student demographics
12. Districtwide Mission Statement (Revised) – Information {Deborah Blue}  
Deborah Blue reviewed the revised Districtwide Mission Statement.
13. District Strategic Plan – Information {Deborah Blue}  
Deborah Blue went briefly review the District Strategic Plan and informed DGC that the suggested changes to the plan were incorporated and it was now complete.
14. Board Policy 6004, Sustainability (New) – {Helen Benjamin}  
This policy will be brought back as a second read for the June 16<sup>th</sup> meeting.
15. Reports from Constituent Groups  
Classified – Chancellor Benjamin held her annual Chancellor’s Chat with the classified staff on May 15. The classified staff will be having its annual JobLinks on June 4 at LMC.  
Faculty – Faculty met with Chancellor Benjamin about budget issues and held their plenary session. More faculty members are running for positions at the state level.  
Managers – Management reported that the DVC accreditation work continues.  
Students – The new student trustee is Christine Cannon. She reported that LMC and DVC kept the same presidents and officers for 2009-10 and CCC will hold elections soon. Christine stated that the students will try to get a Facebook page for communications and that they are planning a district-wide retreat.
15. DGC Steering Committee Report  
No report
16. Adjournment  
The meeting was adjourned at 3:39pm.