

Contra Costa Community College District

**District Governance Council (DGC)**

Date: November 2, 2010

Time: 1:00 p.m. – 4:00 p.m.

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

**Attendance:**

**Classified:**

Present: Linda Kohler, Coleen Lento, Mercy Pono, Mike West, Greg Evilsizer and Krista Ducharme

Absent: Ann Patton, Rose Orpilla

**Faculty:**

Present: Michael Norris, Glenn Appell, Richard Akers, Jeff Michels and April Tisby

Absent: Michael Yeong, Laurie Lema and Ruth Sison

**Managers:**

Present: Bill Oye, Michael Todd, Bob Estrada, Leverett Smith, Sandra Smith and Tonia Teresh

Absent: John Wade

**San Ramon:**

Present: Tedmund Munoz

Absent: N/A

**Students:**

Present:

Absent: Keith Montes, Kabria Pervoe, Junpyo Seo, Jim Gardner and Deshawn Woolridge

**Guests:**

Present: Helen Benjamin, Mojdeh Mehdizadeh, Kindred Murillo, Serena Muindi and Jennifer Ounjian

Item#	Topic
<u>1.</u>	<b><u>Call to Order:</u></b> <ul style="list-style-type: none"><li>The meeting was called to order at 1:06 p.m.</li></ul>
<u>2.</u>	<b><u>Review of the November 2, 2010 agenda:</u></b> <ul style="list-style-type: none"><li>The agenda was approved without changes.</li></ul>
<u>3.</u>	<b><u>Correction and approval of October 5, 2010 minutes:</u></b> <ul style="list-style-type: none"><li>The minutes were approved without changes.</li></ul>
<u>4.</u>	<b><u>Chancellor's Report:</u></b>

- Review of the November 10<sup>th</sup>, 2010 Governing Board Agenda {Mojdeh Mehdizadeh}:
 
  - The Governing Board meeting will take place at CCC this month in Room: HS 101.
  - The open session will begin at 4pm.
    - Special recognition: Dr. Anthony Gordon’s last meeting.
  - New format: Dropped the village theme and each college will give a 15-minute oral presentation on accomplishments toward strategic directions.
  - Call to Action:
    - There was concern over supporting an endorsement of an unfunded mandate (Commit to Change column).
    - There will be 2.5 million dollars worth of statewide funds and the allocation process will be competitive.
    - Evidence based educational practice is defined as practice that is proven to work based on data.
    - Suggestions for changes to the Call to Action should be sent to Chancellor Benjamin before November 10<sup>th</sup>.
    - DGC reps were advised to voice any concerns during the Governing Board’s public comment.
  - 32-C (GBA):
    - Reiterating that Brentwood purchase is consistent with bond measure/language.
  - 32-E (GBA):
    - 4.8 million for Brentwood property. The roads won’t be put in until construction/development starts.
  - 32-B (GBA):
    - If funding can be found from the state then we can potentially use some bond money, using rebate money from solar.
    - Money won’t be taken from the construction fund (allocation funding).
- Chancellor’s report {Helen Benjamin}:
 
  - The Achievement Gap Discussion/Meeting will take place this Friday, November 5, 2010.
  - Invited to be a commencement speaker at Excelsior Community College in Kingston, Jamaica.
  - The election results could produce different board members.
  - Chancellor Benjamin is working with Haiti Relief efforts. There are opportunities for interested parties to support the cause and/or get involved with the efforts. Contact Chancellor Benjamin for more information.

**5. Accreditation Recommendation #4 – 3<sup>rd</sup> Read {Helen Benjamin} (Consideration of BP 1012, AP 1012, AP 1012.1, BP 1009, AP 1009.01, 1009.02)**

- BP 1012.01: Changed “... facilitates decisions” to “...facilitates and makes decisions”
- AP 1012: Strike “~~these~~” from paragraph.
- R. Akers motions to approve the Accreditation Recommendation #4 – 3<sup>rd</sup> Read with the necessary changes.
  - B. Oye seconds the motion
  - The vote passes: 3-0-0.

**6. District Services Provided Costing Document {Kindred Murillo}:**

	<ul style="list-style-type: none"> <li>• Comments/Suggestions: <ul style="list-style-type: none"> <li>○ Thankful for the transparency.</li> <li>○ Include an executive summary (additions and omissions).</li> <li>○ Budget pages need to be larger (Change page format from portrait to landscape).</li> </ul> </li> </ul>
<p><b><u>7.</u></b></p>	<p><b><u>Growth money and distribution within the district {Kindred Murillo}:</u></b></p> <ul style="list-style-type: none"> <li>• The district may receive growth funding (around 2.21 %). If received, DVC would receive 182 FTES and then the other campuses would be allocated funds proportionately. The numbers are not in yet, but when the money comes down from the state an email will be sent out.</li> <li>• {Serena Muindi}: There is a budget for 2.21 % growth = 665 FTES; a little over 3 mil in revenue if they fund at 2.21%. We did not get COLA funding. The State added 189 million in deferral funding = 17 million in deferral cash. Interest revenue will go down (= \$100k interest which will go to 0). 3.9 million in Federal funding = 101k to the district. Our expenditures are going up with no new revenue. There will be an additional deficit factor and Serena will find out the increase from the 09-10 fiscal year.</li> </ul>
<p><b><u>8.</u></b></p>	<p><b><u>SS 3024, Open Enrollment – 3<sup>rd</sup> read {Jennifer Ounjian}:</u></b></p> <ul style="list-style-type: none"> <li>• Proposed changes from the CIOs would like to add in 2<sup>nd</sup> paragraph “unless specifically allowed by...”</li> <li>• The last bullet: Title 5 language (strike – “instructor”)</li> <li>• Due to the conversations/concerns touching on academic and professional matters, SS 3024 will be taken to consultation for further review.</li> </ul>
<p><b><u>9.</u></b></p>	<p><b><u>SS 3015, Student Attendance Documentation – 2<sup>nd</sup> Read {Jennifer Ounjian}:</u></b></p> <ul style="list-style-type: none"> <li>• No additional changes.</li> <li>• B. Oye motioned to approve SS 3015, Student Attendance Documentation-2<sup>nd</sup> Read. <ul style="list-style-type: none"> <li>○ R. Akers seconds the motion.</li> <li>○ The vote passes: 3-0-0.</li> </ul> </li> </ul>
<p><b><u>10.</u></b></p>	<p><b><u>District Governance Decision Making Survey – 2<sup>nd</sup> Read {Mojdeh Mehdizadeh}:</u></b></p> <ul style="list-style-type: none"> <li>• Question #8: District-level decision-making is effective in relation to employee benefits. <ul style="list-style-type: none"> <li>○ There is a suggestion to drop the question.</li> <li>○ Page 1, second set of questions: “groups” needs an apostrophe.</li> <li>○ Add: If you don’t know, please check, “don’t know”.</li> <li>○ The goal is to find out if our decision making process is effective.</li> </ul> </li> <li>• B. Oye motioned to go forward with the survey with the suggested changes. <ul style="list-style-type: none"> <li>○ R. Akers seconds the motion.</li> <li>○ The vote passes: 3-0-0.</li> </ul> </li> <li>• An email will go out to 4cd and student governing bodies. <ul style="list-style-type: none"> <li>○ Hard copies will be available at certain locations for those who don’t have access to computers.</li> </ul> </li> </ul>

<p><b><u>11.</u></b></p>	<p><b><u>Policy on email limitations - {Jeff Michels}:</u></b></p> <ul style="list-style-type: none"> <li>• Current email policy is that the email systems are reserved for information that affects everyone (business only). <ul style="list-style-type: none"> <li>○ Broaden the definition of an acceptable email message. <ul style="list-style-type: none"> <li>▪ It is the reply to all that is more problematic than the original message itself.</li> <li>▪ What opportunities would the portal allow us to help us with non-business related email?</li> <li>▪ Netiquette training (email blast when there are violations/education before admonishment).</li> <li>▪ Remove pictures in emails that take up more space.</li> <li>▪ Add a bullet to the current email policy stating what is acceptable to include in academic and intellectual announcements (email distribution lists policy/ IG 2012.01).</li> </ul> </li> <li>○ It was suggested that people go through the formal recommendation process starting with sending a request to the Chancellor if they want to make formal policy changes.</li> </ul> </li> </ul>
<p><b><u>12.</u></b></p>	<p><b><u>Suggestions on how to process large numbers of Policies and Procedures changes {Michael Norris}:</u></b></p> <ul style="list-style-type: none"> <li>• Brainstorm on how to make space during DGC for topics such as the achievement gap.</li> <li>• Suggestion: Parallel processing as opposed to linear processing (ex: changing hands: leadership, to constituency, constituency to leadership). <ul style="list-style-type: none"> <li>○ It is suggested that wordsmithing of documentation be charged to the DGC steering committee to make more time for conceptual changes.</li> <li>○ Consent agenda could include wordsmithing. <ul style="list-style-type: none"> <li>▪ The meeting for this group should meet before DGC.</li> </ul> </li> </ul> </li> </ul>
<p><b><u>13.</u></b></p>	<p><b><u>CI 4008, Review, Establishment, Modification, and Discontinuance of Courses and Programs, Informational Only:</u></b></p>
<p><b><u>14.</u></b></p>	<p><b><u>Reports from Constituent Groups:</u></b></p> <ul style="list-style-type: none"> <li>• Classified: CCC will be holding an achievement gap potluck. The theme will be: What is the classified staff's role in closing the achievement gap? LMC: Meet and Greet.</li> <li>• Faculty: Busy between work groups, Completion by Design Grant Application and upcoming state senate events.</li> </ul>
<p><b><u>15.</u></b></p>	<p><b><u>DGC Steering Committee Report:</u></b></p> <ul style="list-style-type: none"> <li>• No report.</li> </ul>
<p><b><u>16</u></b></p>	<p>Adjournment: 3:50 p.m.</p>