

Contra Costa Community College District

**District Governance Council (DGC)**

Date: November 30, 2010

Time: 1:00 p.m. – 4:00 p.m.

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

**Attendance:**

**Classified:** Linda Kohler, Ann Patton, Coleen Lento, Mike West, Greg Evilsizer and Krista Ducharme

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

**Managers:** Sandra Smith, Bob Estrada, Bill Oye, John Wade, Tonia Teresh, Leverett Smith and Michael Todd

**Students:** Deshawn Woolridge

**Guests:** Kindred Murillo, Serena Muindi, Ted Terstegge, Chief Gibson and Gene Huff.

**Absent:**

**Classified:** Mercy Pono and Rose Orpilla

**Faculty:** Michael Yeong

**Students:** Keith Montes, Kabria Pervoe, Junpyo Seo and Jim Gardner

**San Ramon:** Tedmund Munoz

Item#	Topic
1	<b>Call to Order:</b> <ul style="list-style-type: none"><li>The meeting was called to order at 1:00 p.m.</li></ul>
2	<b><u>Review of the November 30, 2010 agenda:</u></b> <ul style="list-style-type: none"><li>The agenda was approved with no changes.</li></ul>
3	<b><u>Correction and approval of November 2, 2010 minutes:</u></b> <ul style="list-style-type: none"><li>The minutes were approved with no changes.</li></ul>
4	<b><u>Chancellor's Report {Kindred Murillo}:</u></b> <ul style="list-style-type: none"><li>Review of December 8th, 2010 Governing Board Agenda (Kindred Murillo):<ul style="list-style-type: none"><li>Governing Board New member/orientation: John Marquez</li><li>Elect officers for Governing Board</li><li>HR: Tutoring Coordinator job description being abolished.<ul style="list-style-type: none"><li>A new position will be created with more mobility as the result of the new job study.</li></ul></li><li>20/20 Vision:</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>▪ DGC members were concerned with the lack of communication at the DGC level and lack of adequate faculty representation on the 20/20 committee and would like the endorsement postponed. It was suggested that DGC be allowed to look at the 17 recommendations and prioritize.</li> <li>○ Get Connected: <ul style="list-style-type: none"> <li>▪ DGC members were concerned with possible monetary ramifications, the alignment with the District’s priorities and goals, the impact on students, accommodation by the companies of low-income students and the image of the District by aligning with commercial enterprises and blanket endorsements.</li> <li>▪ As a result of the concerns regarding Get Connected and 20/20 endorsement, a recommendation was made to look over the endorsement resolution process.</li> <li>▪ Kindred Murillo will bring the DGC’s concerns about the initiatives to Chancellor Benjamin.</li> </ul> </li> <li>○ Investment Report: <ul style="list-style-type: none"> <li>▪ New and improved – the District is trying to make it more understandable.</li> <li>▪ In the past there was a high level summary that didn’t delineate funds, and as a result more details are being provided: <ul style="list-style-type: none"> <li>• 1) Funds set aside for vacation and bankload.</li> <li>• 2) Cash flow timing</li> </ul> </li> </ul> </li> <li>○ Chancellor’s Report: <ul style="list-style-type: none"> <li>▪ Working on some of the State budget issues.</li> <li>▪ The District will be impacted by the State budget and the economic struggles are still with us.</li> </ul> </li> </ul>
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<p>5</p>	<p><b><u>Budget Update {Serena Muindi}:</u></b></p> <ul style="list-style-type: none"> <li>• The numbers are from the Nov. 5<sup>th</sup> LAO Report and Nov. 2<sup>nd</sup> Chancellor’s Cabinet meeting and will continue to change.</li> <li>• It is very likely that the growth funds will be suspended and that there will be mid-level budget cuts (about 2 million dollars).</li> <li>• In two weeks there will be a Cabinet meeting to discuss the budget and budget assumptions, as well as building scenarios.</li> <li>• The District needs to keep in mind that the aforementioned cuts are on top of our fixed costs going up.</li> <li>• There could potentially be cuts to categoricals.</li> <li>• The District will be putting together a multi-year budget projection taking into account the potential impacts and stresses that the district as a whole work together to get through the difficult times.</li> <li>• The District will be hosting forums at the different campuses to keep employees informed on the fiscal climate and impact.</li> <li>• While there is a collaborative effort by the District and the campuses when looking at the possible fiscal scenarios, it must be kept in mind that the Cabinet/District has the legal accountability for the District’s financial situation even though the campuses have some autonomy.</li> <li>• Raising tuition is on the table at the State level, but it must be kept in mind that in doing so,</li> </ul>
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	<p>enrollment drops.</p> <ul style="list-style-type: none"> <li>• The District will look into posting weekly updates on the intranet under administrative services and a link will be sent via email. <ul style="list-style-type: none"> <li>○ FACCC.org updates budget information.</li> <li>○ Each college should post budget forums.</li> </ul> </li> </ul>
6	<p><b><u>College Watch Program {Chief Gibson}</u></b></p> <ul style="list-style-type: none"> <li>• College Watch is a safety and prevention program modeled after Neighborhood Watch.</li> <li>• Executive summary provided.</li> <li>• There will be training for those who want to participate.</li> <li>• Safety monitors have offered to assist.</li> <li>• The operation ID is the registration of property (e.g. books, laptops, bikes, etc...).</li> <li>• Campus thefts: The interior thefts tend to be student to student and the exterior/perimeter thefts tend to be the public.</li> <li>• In the absence of the blue phones the program will try to create a culture of getting people to program their cell phones with various emergency numbers.</li> <li>• Public education includes: flyers, posters and other various types of visual mediums.</li> <li>• Comments/Questions: <ul style="list-style-type: none"> <li>○ How can commuter students participate?</li> <li>○ What benefit does this program have to individuals whose primary concern is his or her self?</li> <li>○ This is a teaching opportunity to teach students about the importance of community.</li> <li>○ It would be helpful if those teaching about the program are those who have benefited from the program.</li> </ul> </li> </ul>
7	<p><b><u>SS 3008 Associated Student Elections, Revised 1<sup>st</sup> Read {Michael Norris for Jennifer Ounjian}</u></b></p> <ul style="list-style-type: none"> <li>• Vote: <ul style="list-style-type: none"> <li>○ Motion: Move to approve SS 3008 with changes.</li> <li>○ Second: Motion was seconded.</li> <li>○ The motion was approved.</li> </ul> </li> </ul>
8	<p><b><u>SS 3029 Student Trustee Elections, New, 1<sup>st</sup> Read {Michael Norris for Jennifer Ounjian}</u></b></p> <ul style="list-style-type: none"> <li>• It was difficult to address SS 3029 without student input.</li> <li>• Michael Norris will contact the student reps and ask that each college bring it to their reps' attention to attend the DGC meetings.</li> </ul>
9	<p><b><u>HR Procedure 1010.02 Uniform Employment Selection Guide, 1<sup>st</sup> Read {Gene Huff}</u></b></p> <ul style="list-style-type: none"> <li>• Update and clean up the language of Human Resource Procedures – taking out language that is no longer applicable (e.g. affirmative action language) and there is no attempt to alter the process.</li> <li>• Comments/Questions: <ul style="list-style-type: none"> <li>○ Concern over faculty and staff's sensitive information being exposed. Can the book</li> </ul> </li> </ul>

	<p>include a policy on this?</p> <ul style="list-style-type: none"> <li>○ Including the participation of Classified Staff and students in the hiring procedure of managers.</li> <li>○ Is there room to create a sub-group to go over the HR changes via forums/discussion board?</li> <li>○ Items to focus on: Bottom of pg. 6 (advertising the position – job announcements aren't printed anymore), Bottom of pg. 15, New paragraph on pg. 17 (new material is underlined), pg. 8, Appendix A (entertain removing flow charts).</li> <li>○ The book is losing its uniformity: On pg. 18 it was recommended to include staff.</li> <li>○ Does the revision of this document eliminate us from possibly going back to a paper screening committee (to come up with interview questions) from which there was a ranking? <ul style="list-style-type: none"> <li>▪ Suggested language should be brought back to the group.</li> </ul> </li> </ul>
<b>10</b>	<p><b><u>Efficient processing of BPs {Michael Norris}:</u></b></p> <ul style="list-style-type: none"> <li>• Word-smithing comments should be brought to the DGC Steering Committee rep so they can be looked over.</li> <li>• Conceptual issues would be items to bring to the DGC group at large.</li> <li>• There will be 40-50 BPs in the next 6 months, with more to follow. They should be prioritized and broken into chunks. Estimated to be receiving 10 BPs a month.</li> <li>• The BPs that are considered to be the most needed changes for operations will be of the highest priority.</li> </ul>
<b>11</b>	<p><b><u>Reports from Constituent Groups:</u></b></p> <ul style="list-style-type: none"> <li>• Faculty: Emphasis on SB 1440 (the Transfer Bill). Working on presentation and resolutions for the Board.</li> <li>• Classified: DVC – Accreditation and confirmation of the January 25, 2011 date for DGC.</li> <li>• Students: This is Deshawn Woolridge's last meeting.</li> </ul>
<b>12</b>	<p><b><u>DGC Steering Committee Report:</u></b></p> <ul style="list-style-type: none"> <li>• No report.</li> </ul>
<b>13</b>	<p>Adjournment: 3:20 p.m.</p>