

Contra Costa Community College District

**District Governance Council (DGC)**

**Date: October 5, 2010      Time: 1:00 p.m. – 4:00 p.m.      Location: D.O. 6<sup>th</sup> Floor Board Room**

**Attendance:**

**Classified:**

Present: Linda Kohler, Krista Ducharme, Mercy Pono and Mike West  
Absent: Ann Patton, Coleen Lento, Greg Evilsizer and Rose Orpilla

**Faculty:**

Present: Michael Norris, Richard Akers, Jeffrey Michels, Glen Appell and Michael Yeong.  
Absent: Laurie Lema, Ruth Sison and April Tisby

**Managers:**

Present: Bill Oye and John Wade  
Absent: Michael Todd, Bob Estrada, Sandra Smith and Tonia Teresh

**San Ramon:**

Present: Tedmund Munoz

**Students:**

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

**Guests:**

Lawler Brannaman, Gene Huff, Kindred Murillo, Serena Muindi, Jennifer Ounjian and Mojdeh Mehdizadeh

Item #	Topic
1	<b><u>Call to Order:</u></b> <ul style="list-style-type: none"><li>The meeting was called to order at 1:10 p.m.</li></ul>
2	<b><u>Review of the October 5, 2010 agenda:</u></b> <ul style="list-style-type: none"><li>Change presenter from Gene to Jennifer on Item # 10.</li><li>Agenda was approved with changes.</li></ul>
3	<b><u>Correction and approval of August 31, 2010 minutes:</u></b> <ul style="list-style-type: none"><li>Item #7: Change to 1<sup>st</sup> Read (add “reads” to the minutes).</li><li>August 31, 2010 minutes were approved with changes.</li></ul>
4	<b><u>Chancellor’s Report:</u></b> <ul style="list-style-type: none"><li><u>Review of October 13, 2010 Governing Board Agenda {Kindred Murillo}:</u><ul style="list-style-type: none"><li>Open Session:<ul style="list-style-type: none"><li>Special presentation on AED machines</li><li>Ray Pyle (special report): Seismic structural safety issues at CCC and the D.O.</li></ul></li></ul></li></ul>

	<ul style="list-style-type: none"> <li>• The cost is approximately \$3-4 million and bond money isn't used for every building.</li> <li>• The District will be submitting a resolution to the state for funding.</li> <li>▪ Measure A 2002 (Serena Muindi): <ul style="list-style-type: none"> <li>• The benefits would be low interest rates and a reduction of the debt service to tax payers (a little over \$3 million).</li> <li>• The cost is \$400k - \$480k with \$280k as the underwriter fee, which is 13% of the savings.</li> <li>• Guidance will be sought from the Board.</li> <li>• The cost comes from the bond and not the general fund.</li> </ul> </li> <li>▪ When the audit report is done the budget will be brought back to DGC for a report.</li> <li>○ Comment/Concern: <ul style="list-style-type: none"> <li>▪ Minutes: Consent agenda – Concern over minutes that were previously approved that were erroneous (misquotes). There were no draft minutes posted. Can we look into having the draft minutes posted in advance? Kindred Murillo will look into the concern.</li> </ul> </li> <li>• <u>Chancellor's Report:</u> <ul style="list-style-type: none"> <li>○ No report. Chancellor Benjamin is in Washington D.C. at the White House Summit on Community Colleges.</li> </ul> </li> </ul>
5	<p><b><u>District Services provided costing Document -1<sup>st</sup> Read {Kindred Murillo}:</u></b></p> <ul style="list-style-type: none"> <li>• Outcome of the new allocation model. <ul style="list-style-type: none"> <li>○ The Chancellor requested that all colleges provide feedback and only received comments from one college (CCC).</li> <li>○ District Services Document connected to the roles and responsibilities of the District Office. <ul style="list-style-type: none"> <li>▪ Includes a mission of each area, number of employees in 09-10 and number of employees for 10-11 and services provided.</li> <li>▪ The document is very public and will be updated annually.</li> <li>▪ District office versus District-wide services is included but needs to be further organized (operating budget vs. staffing budget).</li> <li>▪ The expectation is that the colleges will create a similar document.</li> </ul> </li> </ul> </li> <li>• The DGC will take this back to their colleges for review and to collect feedback.</li> <li>• Questions regarding the document should be emailed to Gene Huff.</li> </ul>
6	<p><b><u>Accreditation Recommendation #4 Consideration of BP 1012, AP 1012.1, BP 1009, AP 1009.01 and 1009.02 - 2<sup>nd</sup> Read {Helen Benjamin}:</u></b></p> <ul style="list-style-type: none"> <li>• There are a few typos.</li> <li>• LMC will address it at the 10/25/10 meeting.</li> <li>• DVC has no suggestions for revision</li> <li>• Accreditation Recommendation #4 should be approved by the DGC at the next meeting (Nov. 2, 2010).</li> </ul>
7	<p><b><u>BP 3022, Open Enrollment – 2<sup>nd</sup> Read {Jennifer Ounjian}:</u></b></p> <ul style="list-style-type: none"> <li>• There were no changes sent since the last meeting.</li> </ul>

	<ul style="list-style-type: none"> <li>• BP 3022 was approved.</li> </ul>
8	<p><b><u>SS 3024, Open Enrollment – 2<sup>nd</sup> Read {Jennifer Ounjian}:</u></b></p> <ul style="list-style-type: none"> <li>• The last two bullets are the new wording: <ul style="list-style-type: none"> <li>○ <i>[Admissions and Records Office maintains documentation describing the justification for the overlapping schedule; and] ... [instructor maintains documentation showing that the student made up the hours of overlap in the course partially or wholly not attended as scheduled at some other time during the same week under his/her supervision.]</i></li> </ul> </li> <li>• The last sentence was added: <ul style="list-style-type: none"> <li>○ <i>[Enrollment in overlapping classes must be approved by the instructor of record and the appropriate college Dean.]</i></li> </ul> </li> <li>• Concerns/Comments: <ul style="list-style-type: none"> <li>○ The “appropriate college Dean” will differ per campus.</li> <li>○ It is suggested that faculty keep proper documentation of course conflicts to keep in adherence with Title V.</li> <li>○ It is suggested that faculty keep documentation of student accommodations as best practice.</li> <li>○ The faculty needs to discuss the time/overlap in regards to course conflicts. <ul style="list-style-type: none"> <li>▪ Jennifer Ounjian will look into this concern and come back to the DGC with information if there is any.</li> </ul> </li> </ul> </li> <li>• SS 3024 will come back to the DGC for a 3<sup>rd</sup> Read.</li> </ul>
9	<p><b><u>Rules and Regulations of the Governing Board – 2<sup>nd</sup> Read {Jennifer Ounjian}:</u></b></p> <ul style="list-style-type: none"> <li>• There was no additional input or proposed changes submitted.</li> <li>• 12 d is an addition: <i>[Implement the Districtwide Student Trustee Election Procedure.]</i></li> <li>• Rules and Regulations of the Governing Board was approved.</li> </ul>
10	<p><b><u>SS 3015, Student Attendance Documentation-1<sup>st</sup> Read {Gene Huff}:</u></b></p> <ul style="list-style-type: none"> <li>• Changes were made based on current practices.</li> <li>• This is A&amp;R specific in terms of maintaining attendance documentation.</li> <li>• #1: “or designee” after “The college Director of Admissions and Records...” suggested addition.</li> <li>• The students would like to wait one more time before moving forward on the 1<sup>st</sup> Read of SS 3015.</li> <li>• SS 3015 will be brought back to the next council meeting.</li> </ul>
11	<p><b><u>District Governance Decision Making Survey – 1<sup>st</sup> Read {Mojdeh Mehdizadeh}:</u></b></p> <ul style="list-style-type: none"> <li>• The survey questions were inspired by the L.A. community college district survey and designed to fit CCCCD.</li> <li>• The goal was to attain feedback on the survey: level of agreement, communication processes, feelings on representation and level of agreement with leadership groups.</li> <li>• Survey question #8: District-level decision-making is effective in relation to employee benefits. <ul style="list-style-type: none"> <li>○ Concern arose over the intent of the question in relation to collective bargaining.</li> <li>○ It was suggested that the question be rephrased or struck from the survey.</li> <li>○ Possible re-phrasing: District level decision making is effective in relation to</li> </ul> </li> </ul>

	<p>considerations of collective bargaining and management conversions.</p> <ul style="list-style-type: none"> <li>○ Mojdeh will review the question.</li> </ul>
12	<p><b><u>Information Only policies and Procedures:</u></b></p> <ul style="list-style-type: none"> <li>• <u>BP 4002: Student Trips. Informational only:</u> <ul style="list-style-type: none"> <li>○ There is work being done on the related procedures in terms of liability and funding.</li> </ul> </li> <li>• <u>BP 4009: Course and Program Articulation. Informational only:</u></li> <li>• <u>CI 4009: Course and Program Articulation. Informational only:</u></li> <li>• <u>CI 3011: Independent Study. Informational only:</u></li> </ul>
13	<p><b><u>No email once a month on purpose {Michael Norris}:</u></b></p> <ul style="list-style-type: none"> <li>• During the LMC power outage, the lack of email services enabled valuable work to be done that may not have been possible had there been the distraction of emails.</li> <li>• The discussion was centered on whether it would be beneficial for the district to have a pre-planned day where emails were not to be sent or answered. <ul style="list-style-type: none"> <li>○ Overall, the council understood the value of the idea, but was opposed to cutting off communications.</li> <li>○ In lieu of cutting off communications for any given amount of time it was suggested that professional development offer workshops on time management.</li> </ul> </li> </ul>
14	<p><b><u>Reports from Constituent Groups:</u></b></p> <ul style="list-style-type: none"> <li>• <u>Students:</u> <ul style="list-style-type: none"> <li>○ The National Day to Defend Public Education rally will take place on Thursday, October 7, 2010 from 11 a.m. – 3 p.m. There will be speakers and performances.</li> <li>○ Candidates’ Forum will be on Thursday, October 7, 2010 at 3:30 p.m.</li> </ul> </li> <li>• <u>Faculty:</u> <ul style="list-style-type: none"> <li>○ Response to Governor’s signature.</li> <li>○ A meeting will be held in Sacramento to work out details on general education requirements for transfer degrees.</li> </ul> </li> </ul>
15	<p><b><u>DGC Steering Committee Report:</u></b></p> <ul style="list-style-type: none"> <li>• No report.</li> </ul>
16	<p><b><u>Adjournment:</u></b></p> <ul style="list-style-type: none"> <li>• The meeting was adjourned at 2:56 p.m.</li> </ul>