

District Governance Council
Minutes
September 16, 2008

Roll Call

Faculty:

Present: Richard Akers, Glenn Appell, Erich Holtmann, Laurie Lema, Michael Norris

Absent: Fritz Pointer

Classified:

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

Absent: Alma Cardenas, Jocelyn Iannucci

Management:

Present: Yvonne Canada, Linda Cherry, Bob Estrada, John Wade, Lindy Wille

Absent: Lyn Krause

Student:

Present: Elaine Davis

Absent:

San Ramon Campus:

Present:

Absent: Kevin Horan

Guests:

Deborah Blue, Helen Benjamin, Gene Huff, Tim Leong, Sandi McCray, Roy Stutzman

1. Call to Order

The meeting was called to order at 1:12pm.

2. Review of September 16, 2008 agenda

The agenda was approved.

3. Correction and Approval of August 16, 2008 minutes

Mike West asked why his suggestions at the prior meeting were not included in the minutes. The Chair requested a motion to amend. No motion was taken. The minutes were approved with no amendments.

4. Chancellor's Report

- Roy Stutzman commented that the state budget may be close to being approved depending on whether or not the governor signs it. No other comments or questions.
- The District-wide Accreditation visits are Oct. 13-16. The Attendance Accounting Training session have been completed. They were well received. Helen Benjamin stated that they plan to have two more sessions after the accreditation visits. Faculty asked if the student health insurance was covered by AIG. Roy stated that it is, but if we are impacted, another carrier will be selected by the insurance broker.

5. DGC Steering Committee Report
Yvonne reported that the steering committee met with Kindred Murillo regarding the role of DGC as a budget committee. Kindred gave some suggestions such as looking at what other institutions are doing. The committee met with Deborah Blue regarding strategic planning which will be presented by Deborah today. The committee also began discussing the DGC's roles and procedures. The committee also strongly recommended that the calendar deadline dates be upheld.
6. Board Policy 2055, Code of Ethics (New) - Discussion {Gene Huff}
Sandi McCray reported that the District-wide Ethics Committee was charged with developing a Code of Ethics and to set a standard of all employees. The committee looked at several code of ethics from industry and educational institutions. The committee molded the policy from these examples. DGC recommends no further changes except that the history and other related policies needed to be noted at the bottom of the page. McCray stated this would happen. DGC did not move forward with this item because it is connected to and contains language similar to that of HR Procedure 1040.08. Due to questions and concerns regarding HR Procedure 1040.08, it was brought to this meeting for discussion only. Once those questions and concerns are addressed, DGC will bring this Board Policy back as a voting item.
7. HR Procedure 1040.08, Code of Conduct (New) – Discussion {Gene Huff}
Sandi McCray reported that the District-wide Ethics Committee wanted this procedure to be a positive thing. Two ethics faculty members were part of the committee. McCray expressed this was not meant to be a disciplinary document but more of a principle document that we could all live and work by. Faculty stated several concerns. Management concurred with those concerns. McCray was asked why this procedure was presented as a “new” document and not revised. Her response was the Code of Ethical Behavior (2005) was used as a starting point and then was completely re-written. McCray suggested that these concerns be brought back to the committee. The committee will work with the suggestions and come back with a compromise. DGC members agreed to follow up with their committee representatives. A possible suggestion was to have some DGC members meet with the Ethics Committee to discuss the issues. At the end of the meeting, Chancellor Benjamin reminded DGC that concerns needed to be directed back to the Chancellor's Cabinet and not to the Ethics Committee. The Chair will forward a list of DGC concerns to the Chancellor's Cabinet.
8. Strategic Plan – Discussion {Deborah Blue}
Deborah Blue reviewed the history of the Strategic Plan. Since the Board approved extending the existing Strategic Plan rather than adopting the document prepared in May 30, 2007, she is requesting that DGC use this as a starting point of writing a plan to begin July 1, 2009. It was agreed that DGC will be augmented by the Research Council at the end of DGC meetings for this fiscal year. October's meeting will be the first meeting.

9. Enrollment Management – Update {Deborah Blue}
In January 2008 there was a DGC meeting to discuss enrollment management. As a result the District-wide enrollment management team was created. It meets monthly to develop District-wide strategies on enrollment through four different focus groups. These groups are Marketing/Admissions, Retention/Quality, Best Practices, and Financials. There will be a follow-up after Chancellor's Cabinet on progress. There was a request for a list of all members of the Enrollment Management team. Deborah Blue will provide this list to the Chair who will forward it to DGC.
10. 60th Anniversary Celebration – Update {Tim Leong}
There is a district-wide 60th Anniversary Celebration Committee which includes Foundation Officers and representatives from each college and the District Office. This celebration is different from the 60th anniversary celebrations of CCC and DVC, which will happen in 2009. (LMC will be 35). The 60th anniversary logo will be displayed on the District van. A welcome video from the Chancellor, the history of the district as well as messages from campus Presidents, Governing Board will be on the website will be displayed on the website. There will also be an anniversary scrapbook on the website. Everyone is encouraged to contribute pictures to the scrapbook. There will be a place for visitors to leave messages on the website. There was a suggestion to include testimonials from distinguished faculty and students (such as George Miller). Linda Cherry has the George Miller story on tape. A billboard advertising the anniversary on Highway 4 was suggested. There was a suggestion to get the word "education" into the promotional slogans. The site is still in beta and is not available to the public yet.
11. Board Policy 1015, CCCD Governing Board Self-Evaluation Policy (Revised) – First Read {Helen Benjamin}
The recommendation was to change the time of the self-evaluation from January to July to get on the same calendar as the district. There was a motion/seconded to approve this policy.
12. Reports from Constituent Groups
Faculty – FSC working on its goals. One goal is to sit in on other Senate meetings to broaden its perspective.
Classified – the passing of Mark Padilla and Catalina Torres were observed. LMC opened its new quad for Math/Sciences
Management – a District-wide Student Services meeting was scheduled. Management is focused on how to facilitate representation and communication to and from committees.
CCC held a management retreat on-campus. Carol Maga fell and broke her right foot, then fell again and broke her right arm and is on leave.
Students – Elaine Davis was introduced as the student representative from LMC.
Chancellor – met with student leadership today and worked on getting more student involvement with the DGC. The DGC must come to an agreement on any new policy before it goes to the Board. We will get an e-mail on whether we want to continue with the same members on the Ethics Committee or ask for new volunteers. Feedback from the DGC should go back to the Chancellor's Cabinet.
13. Adjournment
The meeting was adjourned at 2:47pm.