

Contra Costa Community College District

**District Governance Committee (DGC)**

**Date:** September 6, 2011

**Time:** 1:00 p.m. – 4:00 p.m.

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

**Attendance:**

**Classified:** Linda Kohler, Greg Evilsizer, Ann Patton, Monica Pope, Mike West, Georgette Stewart and Kelly Ramos

**Faculty:** Wayne Organ, A’kilah Moore, Glenn Appell, Laurie Lema, Jeff Michels and Kenyetta Tribble

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

**San Ramon:** Tedmund Munoz

**Students:** Alex Silva, Albert Ambris and Francisco Hinojosa

**Guests:** Helen Benjamin, Mojdeh Mehdizadeh, Gene Huff and Ray Pyle

**Absent:**

**Classified:** Michael Yeong

**Faculty:** Rose Orpilla

**Managers:**

**Students:**

Item#	Topic
1	<b>Call to Order:</b> <ul style="list-style-type: none"><li>The meeting was called to order at 1:04 p.m.</li></ul>
2	<b><u>Review of the September 6, 2011 agenda:</u></b> <ul style="list-style-type: none"><li>Change the date from August 30<sup>th</sup> to September 6<sup>th</sup>.</li></ul>
3	<b><u>Correction and approval of July 19, 2011 minutes:</u></b> <ul style="list-style-type: none"><li>Change the attendance: S. Smith was absent. Correct the spelling of Ted Weeden to Ted Wieden.</li></ul>
4	<b><u>Public Forum:</u></b>

	<ul style="list-style-type: none"> <li>No public comment.</li> </ul>
5	<p><b><u>Chancellor’s Report {Helen Benjamin}:</u></b></p> <ul style="list-style-type: none"> <li><u>Review of September 14<sup>th</sup>, 2011 Governing Board Agenda</u> <ol style="list-style-type: none"> <li>The board meeting will start at 4:30 pm with the closed session and the open session beginning at 6:00 pm.</li> <li>There will be a public hearing on the 2011-2012 budget.</li> <li>Nonconsent agenda: approval of the budget.</li> <li>16D: School construction bond (school’s are waiting).</li> <li>Section 13: A) 1<sup>st</sup> read, 2<sup>nd</sup> read by October, need approval by March 1<sup>st</sup></li> </ol> </li> <li><u>Chancellor’s Report</u> <ol style="list-style-type: none"> <li>The District is in the process of hiring an interim president for CCC and a Vice Chancellor. The District is seeking outside services to help with the process, as well as working with the hiring committees.</li> <li>4CD Leadership Institute last year: The District is embarking on the job shadowing component at this time. Members of the Leadership Institute will only be shadowing for 24 hours to give them a sense of what the job entails. The 4cd Leadership Committee is working on organizing a new cohort that will start Jan – May 2012.</li> <li>Starting another program (Senior Level Management): the district felt the need to do some higher-level training for management (36 hours of training).</li> </ol> </li> </ul>
6	<p><b><u>BP 1004 {Electronic Recordings of Governing Board Meetings; 1<sup>st</sup> Read; Helen Benjamin}</u></b></p> <ul style="list-style-type: none"> <li>The CCLC recommended added language that reflects the District’s current practices.</li> <li>Provision was added to the second paragraph.</li> </ul>
7	<p><b><u>BP 1008 {Governing Board Term of Office, Wards, and Election Regulations; 1<sup>st</sup> Read; Helen Benjamin}</u></b></p> <ul style="list-style-type: none"> <li>The first three paragraphs (in yellow highlight) are new.</li> <li>Move to approve BP 1008.</li> <li>BP 1008 is approved on the 1<sup>st</sup> Read.</li> </ul>
8	<p><b><u>BP 1010 {Code of Ethics of the Governing Board; 1<sup>st</sup> Read; Helen Benjamin}</u></b></p> <ul style="list-style-type: none"> <li>Minor changes (yellow highlight)</li> <li>Move to approve BP 1010</li> <li>BP 1010 is approved on the 1<sup>st</sup> Read.</li> </ul>
9	<p><b><u>BP 1015 {CCCCD Governing Board Self-Evaluation Policy; 1<sup>st</sup> Read; Helen Benjamin}</u></b></p> <ul style="list-style-type: none"> <li>Minor changes (yellow highlight)</li> <li>Move to approve BP 1015.</li> <li>BP 1015 approved on the 1<sup>st</sup> Read.</li> </ul>
10	<p><b><u>BP 1018 {Awarding of Honorary Degrees; 1<sup>st</sup> Read; Helen Benjamin}</u></b></p> <ul style="list-style-type: none"> <li>Opening statement added (yellow highlight).</li> </ul>

	<ul style="list-style-type: none"> <li>Faculty: Believe that the policy should be a consultation matter since it is dealing with degrees.</li> </ul> <p>Classified: Not comfortable with, and would like to strike from the opening statement, "... or some other equally appropriate time."</p> <p>Managers: 1, b: "Honorary degrees shall be awarded at commencement exercises. The degree shall be conferred by the college President" contradicts the opening statement. Also, include "award students" included in the language.</p> <p>Students: Would like clarification on whether student workers are included in the employee section.</p> <ul style="list-style-type: none"> <li>Bp 1018 will return for a 2<sup>nd</sup> Read.</li> </ul>
11	<p><b><u>BP 1019 {Public Participation at Governing Board Meetings; 2<sup>nd</sup> Read; Helen Benjamin}</u></b></p> <ul style="list-style-type: none"> <li>The first paragraph comes from the back of the card given to the public in attendance at the Governing Board meeting.</li> <li>Classified: Under the section, Presentation from the Public, strike "... to enhance intellectual thought." Also, there needs to be clarification on whether there is a difference between request to speak card and form.</li> <li>Chancellor Benjamin will bring the suggestion to the board but will not be taking out "... to enhance intellectual thought."</li> <li>BP 1019 will return for a 3<sup>rd</sup> Read.</li> </ul>
12	<p><b><u>AP 1900.01 {Destruction of District Records; 1<sup>st</sup> Read; Helen Benjamin}</u></b></p> <ul style="list-style-type: none"> <li>The District is in communication with legal advisors for consultation on AP 1900.1</li> <li>Suggestions: Add Student Disciplinary records under the Student Records section; and change "time tickets" to read "time cards".</li> <li>Personnel Record Folders is the equivalent of Regular Classified.</li> <li>Move to approve AP 1900.01 with suggested changes.</li> <li>AP 1900.01 was approved on the 1<sup>st</sup> Read with the added suggestions.</li> </ul>
13	<p><b><u>AP 1900.03 {Administrative, Business, Curriculum and Instruction, Human Resources, Payroll, and Student Services Procedures; 1<sup>st</sup> Read; Helen Benjamin}</u></b></p> <ul style="list-style-type: none"> <li>There were minor changes to reflect changes in numbers (yellow highlight).</li> <li>Move to approve AP 1900.03</li> <li>AP 1900.03 approved</li> </ul>
14	<p><b><u>AP 1900.04 {Adoption of Governing Board Meeting Calendar; 1<sup>st</sup> Read; Helen Benjamin}</u></b></p> <ul style="list-style-type: none"> <li>Changes were made to the language so that it would reflect the current practice (yellow highlight).</li> <li>Move to approve AP 1900.04</li> <li>AP 1900.04 approved on the 1<sup>st</sup> Read.</li> </ul>
15	<p><b><u>AP 1015.01 {Process to Conduct Governing Board Self-Evaluation; 1<sup>st</sup> Read; Helen Benjamin}</u></b></p>

	<ul style="list-style-type: none"> <li>• Minor changes (yellow highlight)</li> <li>• Move to approve AP 1015.01</li> <li>• AP 1015.01 approved on the 1<sup>st</sup> Read</li> </ul>
16	<p><b><u>SS 3010 {Disabled Students Program Services; 2<sup>nd</sup> Read; Mojdeh Mehdizadeh}</u></b></p> <ul style="list-style-type: none"> <li>• Changes were made to the language to reflect the practice.</li> <li>• Move to approve SS 3010.</li> <li>• SS 3010 was approved on the 2<sup>nd</sup> Read</li> </ul>
17	<p><b><u>SS 3019 {Associated Student Organizations; 3<sup>rd</sup> Read; Mojdeh Mehdizadeh}</u></b></p> <ul style="list-style-type: none"> <li>• Changes were made to comply with Ed Code.</li> <li>• Move to approve SS 3019</li> <li>• SS 3019 approved on the 3<sup>rd</sup> Read.</li> </ul>
18	<p><b><u>SS 3025 {Freedom of Expression; 3<sup>rd</sup> Read; Mojdeh Mehdizadeh}</u></b></p> <ul style="list-style-type: none"> <li>• The yellow highlight indicates changes made from the first draft, and the green highlight indicates changes made by varying groups within the District.</li> <li>• The rationale for keeping SS 3025 a Student Services Procedure was that the Student Life Offices are the primary contact for outside vendors and organizations, and that free expression complaints are also handled by the Student Life Offices.</li> <li>• Classified: The policy, especially on #8A, should be reflected in HR Procedures if it isn't already. Also, in between the first paragraph and #1, "This procedure shall not inhibit protected expression by an employee bargaining unit pursuant to a collective bargaining agreement or state law..." should be moved to the second paragraph.</li> <li>• Move to approve SS 3025 with the suggested changes.</li> <li>• SS 3025 was approved on the 3<sup>rd</sup> Read.</li> </ul>
19	<p><b><u>Rules and Regulation of the Governing Board {1<sup>st</sup> Read; Helen Benjamin}</u></b></p> <ul style="list-style-type: none"> <li>• Minor change: Change 10 days to 72 hours.</li> <li>• Move to approve Rules and Regulation of the Governing Board.</li> <li>• Rules and Regulation of the Governing Board was approved on the 1<sup>st</sup> Read.</li> </ul>
20	<p><b><u>DGC Bylaws Changes {1<sup>st</sup> Read; Bill Oye}</u></b></p> <ul style="list-style-type: none"> <li>• The suggested change was to the language referring to the selection process. The change would reflect that the selection process would take place in May as opposed to June to ensure adequate time for membership changes so that DGC can conduct business in a timely manner.</li> <li>• Students: Suggest that the time be more specific, reflecting not only the month but the actual date. For example, instead of July it would read July 1<sup>st</sup>.</li> <li>• Classified: Suggests adding, "select and announce in May."</li> <li>• Managers: C, 1: Suggest adding two designees as opposed to one. For example, "up to two designees."</li> <li>• DGC Bylaws Changes will be brought back for a 2<sup>nd</sup> Read.</li> </ul>
21	<p><b><u>Budget {Judy Breza and Michael Hill}</u></b></p> <p><i>Narrative on Adoption Budget (Judy Breza - handout provided)</i></p>

	<ul style="list-style-type: none"> <li>• Budgeting at the Tier 2 level. The result of the Tier 2 was due to an increase in the Apportionment Budget.</li> <li>• The conclusion of 10-11 is that the decision to provide more budget authority to the individual campuses reflected an increase in the ending fund balance, some of which will be used in 11-12 (see adoption budget: pg. iv, exhibit 3)</li> </ul>
<p><b>22</b></p>	<p><u><i>New Allocation Model {Michael Hill – Power Point}</i></u></p> <ul style="list-style-type: none"> <li>• Resource Allocation – Proposed Changes</li> <li>• <u>Benefits of the Proposed Changes:</u> DO operations funding to rise and fall in concert with the colleges; elimination of the negative perception of per FTES assessments while retaining the basic functioning of the SB 361 model; minimal disruption to the allocation model outcomes; and easier to distinguish operational unit budgets versus district-wide budgets.</li> <li>• <u>Structural Changes:</u> Step 1) Tabulate revenues for apportionment, non-resident tuition and unrestricted lottery; Step 2) Subtract from Step 1 total contractual and regulatory expenses, committed obligations and other non-college base costs; Step 3) DO operations will be established as a percentage of the remaining total from Step 2; Step 4) The remaining revenues will be allocated to the colleges based on model FTES; and Step 5) Other local college revenues will be added as appropriate.</li> <li>• <u>Impact of Proposed Changes on Existing Model:</u> Creates a small shift of resources between the colleges; about <math>\frac{1}{4}</math> of 1% = .0026; the remaining 3 years of college subsidies can mitigate the small adjustment for that period of time; allows for realignment of programs or costs while maintaining the model integrity; modeling of the proposed changes using early January 2011 data and June 2011 tentative budget data yields the same results indicating the changes are viable and sustainable; and make effective in 11-12 starting with the tentative budget data.</li> <li>• <u>Continued Development of the Model:</u> Re-write Business Procedure 18.01 to reflect these changes and clarify how over and under assessments will be resolved; and in another year or two evaluate the model again in terms of adjustments needed.</li> <li>• Suggestion: Change Step 3 to read, “DO operations and services” instead of “DO operations.”</li> </ul>
<p><b>23</b></p>	<p><u><b>District Level Governance Recommendation {Mojdeh Mehdizadeh}</b></u></p> <ul style="list-style-type: none"> <li>• The following were recommendations to improve District Level Governance (a result of the District Level Governance Survey): DGC prepares a summary or brief of actions after meetings, as well as what’s coming up on the horizon; District-level Committees Newsletter; Move to CCCConfer meetings (archived but hold quarterly face-to-face meetings); Be efficient with time (start and stop times); Development of blogs and forums; Possibly have FSCC and DGC members be the same reps (if the time is changed to 2:00 pm – 4:00pm); Present information on governance to new employees during orientation; and DGC reports at various college council meetings.</li> <li>• The item will be brought back in October for a discussion on prioritizing recommendations.</li> </ul>
<p><b>24</b></p>	<p><u><b>Reports from Constituent Groups</b></u></p> <ul style="list-style-type: none"> <li>• Classified: District Classified Senate is hosting a District-wide meeting next week which will consist of a motivational speaker and the use of True Colors.</li> <li>• Students: DVC ASU is planning a 9-11 Memorial Event. CCC has been meeting and had a</li> </ul>

	<p>retreat before school started. They are discussing restructuring their constituency model and thinking about aligning it with academic departments.</p> <ul style="list-style-type: none"> <li>• Faculty: No report.</li> <li>• Managers: No report.</li> </ul>
<b>25</b>	<p><b>DGC Steering Committee Report</b></p> <ul style="list-style-type: none"> <li>• Alex Silva is the DGC Chair.</li> <li>• Constructed the agenda.</li> <li>• Request for an update on Equity in the Workplace.</li> </ul>
<b>26</b>	<p><b>Adjournment:</b> Meeting is adjourned at 3:38 pm.</p>