



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

## DISTRICT GOVERNANCE COUNCIL MINUTES

October 19, 2022

**Present:** Beresford, Bethea, Bocaya, Bromma, Crocitti, DeVore (Topham), Hill, Hoffman, T. King, Kogan, Kovrig, Lundburg, Martin, Maxey (Hands), Peterson, Ryan, Shabazz, Short, Smith, Zeledón-Pérez and Chairperson Dowd

**Absent:** Carrasquillo, Cortez, Hands, Mahler, Topham

**Guests:** Ficken-Davis, Lamb, Lerma

### 1. **AGENDA**

The agenda for the October 19, 2022, DGC meeting was reviewed and approved.

Continuing Education Academic Senate President Bromma added an item to discuss the multifactor authentication process that the District has begun implementing.

### 2. **REVIEW OF MINUTES**

The minutes of the October 5, 2022, meeting were approved with minor revisions to the Budget and Finance Section from Executive Vice Chancellor Dowd.

### 3. **GOVERNANCE**

Board Office Supervisor Ficken-Davis brought two Chapter 2 Board Policies and Administrative Procedures to DGC for first review. They are being reviewed as part of the Board's ongoing 6-year comprehensive review of all Board policies and procedures. Changes have been made to the numbering to align with the CCLC recommendations. There are also changes to the Trustee Advisory Council bylaws. They will be brought back to DGC for second review.

Vice Chancellor Smith brought AP and BP 3310 Records Retention and Destruction and AP and BP 3720 Computer and Network Use to DGC for first review. Minor revisions were made to align with the CCLC numbering system and recommended language. Vice Chancellor Smith also discussed the process of the multifactor authentication that the District will begin implementing. It will be brought back to DGC for second review.

Vice Chancellor Smith also brought back AP 3721 Email and Digital Communications for second review. The group had a discussion on the use of District Distribution Lists (DLs). There were concerns regarding limiting communication and the difficulty of faculty and staff accessing the DLs. Each campus will discuss and assess their needs, but in general the use of DLs should be limited. The District is looking into expanding other communication platforms for staff and faculty to use and a platform to house all internal forms and resources. The goal is to evaluate the efficiency and effectiveness of the DLs and to offer alternative solutions for communication. Once DGC approves the procedure, there will be a districtwide communication on the new guidelines. Motion to approve by President Shabazz and seconded by Mesa Academic Senate President Crocitti, the changes were unanimously approved.

Vice Chancellor Peterson brought back BP 6970 Green Building Policy and Major Renovation Standards and AP 6970 Green Buildings for second review. The

numbering has been changed to align with CCLC recommendations and language has been changed around LEED certification. Motion to approve by Mesa Academic Senate President Crocitti and seconded by Miramar Academic Senate President Martin.

Mesa Academic Senate President Crocitti began a discussion on compliance with Board Policies and Administrative Procedures. He has concerns after an encounter where the policies and procedures were not being adhered to. The group discussed solutions including having an outline of the BPs and APs and improving the onboarding process for new employees. The group also discussed processes for noncompliance including reporting it to the President, Vice Chancellor of Human Resources, Chancellor and any other appropriate party.

Continuing Education Academic Senate President Bromma began a discussion around the District's implementation of the multifactor authentication process. There are concerns that there was little notice and training for employees. There are also concerns around access for students when the same authentication process will be implemented in January 2023. Vice Chancellor Smith apologized for the lack of coherent communication around the multifactor authentication process. He is open to feedback and will be more proactive with communication. Dean DeVore also recommended bringing student issues to student services attention to help get them resolved.

4. **EDUCATIONAL SERVICES**

Dean DeVore reported that there is no major update on enrollment.

5. **BUDGET AND FINANCE**

Executive Vice Chancellor Dowd reported that things are moving along, and it is an in between time on the state level. Audits are being conducted and talks about the 2023-24 budget are beginning.

6. **PLANNING, RESEARCH, AND INSTITUTIONAL EFFECTIVENESS**

No update.

7. **HEALTH AND SAFETY**

Vice Chancellor Smith reported on the mask mandates. The State emergency on COVID will be rescinded in February 2023. Hopefully in the next few months there will be a definitive response regarding the mask mandate.

8. **FACILITIES**

Vice Chancellor Peterson updated the council on housing. The feasibility study consultant's workgroup is wrapping up after receiving robust feedback. There will be two main populations served, students with family and students with no family, with the primary focus being the latter. The housing plan is still in the initial stages and the next step will be to apply for construction grants.

Adjourned 4:32 p.m.