



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

*Office of the Chancellor*

CITY COLLEGE – MESA COLLEGE – MIRAMAR COLLEGE – CONTINUING EDUCATION

## DISTRICT GOVERNANCE COUNCIL

**January 20, 2016**

**3:00 p.m. – Room 245**

### AGENDA

- \*1.0 Review Minutes of December 2, 2015
- \*2.0 Review of Board Agenda for January 28, 2016
- 3.0 Additional Agenda Items
- 4.0 State Budget Update Carroll, Dowd
- 5.0 Governor's Proposed Budget for 2016-17 Carroll, Dowd
- \*6.0 Administrative Procedure Carroll
  - AP 6551 Electronic Mail (Email)
- 7.0 Draft Student Services Policies and Procedures Neault
  - BP 3100 Student Rights, Responsibilities, Campus Safety and Administrative Due Process
  - AP 3100.1 Student Grievance
  - BP 3105 Academic Accommodations and Disability Discrimination for Students with Disabilities
  - AP 3105.1 Academic Accommodations and Disability Discrimination for Students with Disabilities
  - AP 3105.2 Service Animals
  - AP 3910.8 Math Substitution for Students with Disabilities as an Academic Accommodation
- 8.0 Student Voter Registration Campaign Neault
- 9.0 HCM Absence Reporting Fremland
- 10.0 Roundtable

#### \*Attachments

BOARD MEETING scheduled: Thursday, January 28, 2016 – 4:00 p.m.  
District Office – Rooms 235/245

Next DGC MEETING scheduled: Wednesday, February 3, 2016 – 3:00 p.m.  
District Office – Room 245

*Visitors and observers are welcome. The District Governance Council (DGC) follows an open process and conducts open meetings. However, because of limited space, we ask that visitors sit in the extra chairs provided against the walls to leave room available at the table for voting DGC members. Your help is appreciated.*



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE – MESA COLLEGE – MIRAMAR COLLEGE – CONTINUING EDUCATION

## DISTRICT GOVERNANCE COUNCIL MINUTES

December 2, 2015

**Present:** Awan (for Beebe), Beresford, Bocaya, Bulger, Cortez, Dowd, Fremland, Harris, Hsieh, Hubbard, Kovrig, Liewen, Light, Mahler (for Watkins), Manis, McGrath (for Luster), McMahon, Neault, Surbrook, Weinroth, and Chairperson Chancellor Carroll

**Absent:** Beebe, Luster, Schmeltz, Watkins

**Guests:** Trina Larson

### 1. **APPROVAL OF MINUTES**

The minutes of October 21, 2015, were approved.

### 2. **REVIEW OF BOARD AGENDA**

The agenda for the December 10, 2015, Board Meeting was opened for review by Chancellor Carroll. Each item was discussed and satisfied.

### 3. **REVIEW OF REVISED BOARD POLICIES & ADMINISTRATIVE PROCEDURES**

Vice Chancellors Surbrook and Neault explained revisions required by the Office of Civil Rights for the following policies and procedures. No questions were raised. The policies will be presented to the Board of Trustees for approval at an upcoming meeting.

- BP 3410 & AP 3410 – Nondiscrimination
- BP 3430 & AP 3430 – Prohibition of Harassment
- BP 3435 – Discrimination and Harassment Investigations
- BP 3105 – Academic Accommodations and Disability Discrimination for Students with Disabilities

### 4. **STATE BUDGET UPDATE**

Executive Vice Chancellor Dowd reported that there are no new changes to the 2015-16 state budget. She also reported that by January 10<sup>th</sup> of each year, the Governor must release a Budget Proposal for the next fiscal year. Because January 10, 2016, is a Sunday, it is anticipated that the Governor will release his budget proposal for 2016-17 on Friday, January 8, 2016.

### 5. **COLLEGE PROMISE CAMPAIGN**

Chancellor Carroll shared information on the "America's College Promise" campaign, designed to focus efforts towards offering free tuition to responsible students in their first two years of higher education at community colleges across the nation. The SDCCD is hoping to implement a local program. Vice Chancellor Neault handed out a summary of preliminary ideas, including what other community colleges are doing, followed by an analysis of estimated costs to run a similar program at the SDCCD. Chancellor Carroll explained that the District can choose how it participates and asked members to think over ideas and bring back suggestions for further discussion and selection of options.

**6. THREAT ASSESSMENT TASK FORCE UPDATE**

Vice Chancellor Neault provided a handout showing a plan of action for the task force, including the addition of two College Police officers to the group which will be meeting later this week. Vice Chancellor Manis spoke to concerns regarding door locks, safe zones, badges, panic buttons and callbox technology. He will work on ideas for implementation to include low-impact, low-cost measures for improved safety with a suggested timeline, and come back to share findings.

**7. BASIC SKILLS TASK FORCE UPDATE**

Vice Chancellor Bulger presented the updated task force members list to the council asking for approval to start with this core group. It was agreed upon, with the possibility of adding other members as needed.

**8. DISTRICTWIDE EMPLOYEE COUNTS**

As requested by the Classified Senates, Vice Chancellor Surbrook shared his report showing employee count comparisons from September 2008, when budget cuts precipitated a hiring freeze, to September 2015. He indicated that levels were not as low as expected and that they would be increasing with the many new hires taking place. Neill Kovrig asked for more information about specific position allocations and VC Surbrook explained that, with the upcoming implementation of the HCM (Human Capital Management) portion of the new PeopleSoft system, position control will be included so that this kind of information can be easily retrieved.

**9. PEOPLESOFT UPDATE**

In response to questions raised and discussed at the October 7<sup>th</sup> DGC meeting related to PeopleSoft, Executive Vice Chancellor Dowd reported that the number of workflow issues for Travel Authorization and Vendor Payments has been greatly reduced. The workflow challenges were primarily due to the fact that not all employees were activated in the Finance module. In January 2016, when the Human Resources module, HCM, goes live, all employees, full and part-time, will be activated into PeopleSoft. When the Student and Instructional Services module, Campus Solutions, is implemented in 2017, the system will be fully integrated. Dr. Dowd reminded everyone that an ERP (Enterprise Resource Planning) database is a dynamic system; therefore, once all functional modules are in the system, IT will work on modifications to the application to make functionalities more user-friendly.

**10. PROPOSED PARKING FEE INCREASE**

Vice Chancellor Manis handed out a report explaining expenses for parking expansion and required maintenance, as well as a list of budgeted expenses showing the shortfall which has necessitated a five dollar parking fee increase. He showed parking fee comparisons with other San Diego area colleges showing that, even with the increase, the SDCCD still has one of the lowest parking fees.

# **BOARD MEETING**

**Thursday, January 28, 2016**

**2:50 p.m. Call to Order – Room 235/245**

**Followed by Closed Session – Room 300**

**4:00 p.m. Regular Business Meeting – Room 235/245**

## **9 BOARD POLICIES**

**9.01** Consideration and adoption of the following revisions to Chapter 3 – General Institution, Board Policy (First Reading 12/10/15):

- A. BP 3410 Nondiscrimination (Attachment A); and
- B. BP 3430 Prohibition of Harassment (Attachment B).

**9.02** Consideration and approval of changes and additions to the following Student Services board policies (First Reading):

- A. BP 3100 Student Rights, Responsibilities, Campus Safety and Administrative Due Process (Attachment A); and
- B. BP 3105 Academic Accommodations and Disability Discrimination for Students with Disabilities (Attachment B).

## **10 NEW BUSINESS**

**10.01** Consideration and adoption of a resolution in support of human rights and refugees.

## **11 INSTRUCTIONAL SERVICES**

**11.01** Consideration and approval of new or revised courses and programs.

**11.02** In the matter of the District's Allied Health Occupations and Alcohol and Other Drug Studies Programs, authority is requested to enter into agreements with health care agencies for use of clinical facilities by students enrolled in District's Allied Health Occupations and Alcohol and Other Drug Studies Programs during the 2015-2016 fiscal year.

**11.03** In the matter of San Diego Miramar College Integrated Planning for 2015-2016, authority is requested to approve the revised mission statement for San Diego Miramar College, and to print the statement in appropriate publications.

## **12 STUDENT SERVICES**

**12.01** Authorization for San Diego Mesa College Fashion Study students to attend the Women's Wear Daily MAGIC Conference, in Las Vegas, Nevada, departing February 15, 2016, and returning February 18, 2016, as part of the Fashion Field Studies: Trade Shows/Markets – FASH 158 course.

## **13 BUDGET AND FINANCE**

**13.01** In the matter of the New Innovative Apprenticeship grant from the California Community Colleges Chancellor's Office (CCCCO) to San Diego Miramar College, authority is requested to accept, budget and spend \$600,000 in the 2015-2016 General Fund/Restricted Budget.

**13.02** In the matter of the California Apprenticeship Initiative Pre-Apprenticeship grant from the California Community Colleges Chancellor's Office (CCCCO) to San Diego City College, authority is requested to accept, budget and spend \$500,000 in the 2015-2016 General Fund/Restricted Budget.

**13** **BUDGET AND FINANCE** (Continued)

- 13.03** In the matter of the contract between San Diego Workforce Partnership and Southern California Biotech Center at Miramar College to provide life sciences instruction and training services for Workforce Investment Opportunity Act (WIOA) Youth, authority is requested to accept, budget and spend \$34,000 in the 2015-2016 General Fund/Restricted Budget.
- 13.04** In the matter of the Deputy Sector Navigator Advanced Transportation and Renewables grant awarded by the California Community Colleges Chancellor's Office (CCCCO), and the Economic and Workforce Development Program (EWD) to San Diego Miramar College, authority is requested to accept, budget and spend an additional \$100,000 increasing the budget from \$200,000 to \$300,000 in the 2015-2016 General Fund/Restricted Budget.
- 13.05** In the matter of the Deputy Sector Navigator Life Sciences/Biotechnology grant awarded by the California Community Colleges Chancellor's Office (CCCCO), Economic and Workforce Development Program (EWD) to San Diego Miramar College, authority is requested to extend the existing grant from June 30, 2016, to December 31, 2016, and to accept, budget and spend an additional \$100,000 increasing the budget from \$200,000 to \$300,000 in the 2015-2016 General Fund/Restricted Budget.
- 13.06** In the matter of the Agreement between the San Diego Community College District and the Yosemite Community College District, Child Development Training Consortium (YCCD/CDTC) to provide services as defined in the Instructional Agreement, Agreement Number 15-16-4503 from YCCD/CDTC, authority is requested to accept, budget and spend \$12,500 in the 2015-2016 General Fund/Restricted Budget.
- 13.07** Approval of purchase orders prepared during the period of November 1, 2015, through November 30, 2015.
- 13.08** Approval of purchase orders prepared during the period of December 1, 2015, through December 31, 2015.
- 13.09** Approval of the 2015-16 Second Quarter Financial Report, CCFS-311Q.
- 13.10** Consideration and adoption of the San Diego County Treasurer's Pool Money Fund Investment Policy as the San Diego Community College District's Investment Policy.
- 13.11** In the matter of the PeopleSoft ERP implementation project with Ciber, Inc., authority is requested to:
1. Allow Executive Vice Chancellor Bonnie Ann Dowd to execute a Statement of Work for the completion of the Campus Solutions (CS) module at a fixed price of \$\_\_\_\_\_; and
  2. Execute a Statement of Work for additional functionalities within the Finance module at a fixed price of \$\_\_\_\_\_.
- 13.12** In the matter of the 2016-17 nonresident tuition and application fees, it is recommended that the nonresident tuition rate be \$198 per unit. In addition, it is recommended that the application fee for international students be continued at \$100.

**14 HUMAN RESOURCES**

- 14.01** Certification of short-term personnel service effective on or after January 29, 2016, per California Education Code Section 88003.
- 14.02** Approval of academic, classified, substitute and student personnel actions relating to appointments, assignment changes, salary changes, status changes, leaves of absence, separations and volunteerism during the period December 1, 2015, through December 31, 2015.
- 14.03** Consideration and approval of rate of reimbursement to employees for use of their personal cars for travel on District business to reflect the IRS mileage rate set at 54.0 cents per mile effective January 1, 2016.
- 14.04** Appointment and ratification of contract of employment for Vice President, Student Services, San Diego Mesa College.
- 14.05** In the matter of the reorganization of Instructional Services and Planning, effective January 29, 2016, (contingent upon review by Human Resources) authority is requested to:
1. Change the name of the Instructional Services and Planning organization to Instructional Services;
  2. Establish Analyst classification, Range XXX (\$XXX-\$XXX) Supervisory and Professional Administrators Association unit;
  3. Establish a 1.0 FTE Analyst Position (#XXX);
  4. Establish a 1.0 Program Support Technician Position (#XXX), range 23 (\$XXX-\$XXX), AFT Classified Staff Office/Technical; and
  5. Implement the restructure according to the attached Organization Charts.
- 14.06** In the matter regarding reorganization of the Office of Counseling and Student Success at San Diego Continuing Education, effective February 1, 2016, (contingent upon review by Human Resources) authority is requested to:
1. Establish 5 10-month Counselor positions (#120001, 120002, 120003, 120004, 120005), Class 1 (\$5,389.42 - \$7,668.59) AFT Faculty Unit, per the attached Organization Chart;
  2. Establish 1 Outreach Coordinator positions (#120006), Range 10 (\$4,801.59-\$8,016.44) Supervisory and Professional Unit, per the attached Organization Chart;
  3. Establish 1 Student Services Technician positions (#120007), Range 23 (\$3,309.19-\$5,081.23) AFT Office Technical Unit, per the attached Organization Chart; and
  4. Establish 3 Student Services Technician (J1146) positions (#120008, 120009, 120010), Range 23 (\$3,309.19-\$5,081.23) AFT Office Technical Unit, per the attached Organization Chart.

**15 FACILITIES, BUILDINGS AND REAL ESTATE**

- 15.01** Authority to issue an RFP for the leasing of excess property at the former Continuing Education Centre City campus location.
- 15.02** Authority to enter into a Consulting Agreement with Harris & Associates to provide additional Project Management Services for Propositions S and N.
- 15.03** Ratification of change orders at Continuing Education César Chávez Building and City College C Building which exceed a cumulative of ten percent (10%) of the original contract price.
- 15.04** Ratification of Notices of Completion recorded under delegation of authority since the last Board ratification on June 11, 2015.



# **SAN DIEGO COMMUNITY COLLEGE DISTRICT**

## **Board of Trustees Policy**

### **Chapter 6 – BUSINESS AND FINANCIAL SERVICES**

#### **BP 6551 Electronic mail (Email)**

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Email messages and email documents pertinent to legal matters and other important business issues are retained by the SDCCD for at least one year unless there is a legal requirement to retain for a longer period of time.

All other email messages and email documents related to routine, non-essential matters are backed up daily and retained for 30 days.

The Chancellor is authorized to establish administrative procedures to assure the retention and destruction of electronic mail (Email) in compliance with Title 5.

**References:**

Title 5 Sections 59020, et seq.;

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

**Adopted:** June 12, 2014

**Supersedes:** New Policy

**See Administrative Procedures:**





## SAN DIEGO COMMUNITY COLLEGE DISTRICT

### Administrative Procedure

#### Chapter 6 – BUSINESS AND FINANCIAL SERVICES

##### AP 6551 Electronic Mail (Email) Retention

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#### PURPOSE

Electronic mail is a mission-critical communication system used to conduct both internal and external business, but email is not intended for permanent storage of District Records. This procedure defines staff/office email retention responsibilities and the backup and recovery capabilities related email communications. Pursuant to Title 5 and the Federal Rules of Civil Procedures, email records are considered the same as traditional hard copy documents as defined in AP 6550.2 for storage and disposition of records. Therefore, email records are subject to the same legal rules and procedures including rules of discovery, legal filings, interrogation, disclosure, inspection and subpoena.

#### BACKGROUND

District resources are required to support District email systems and maintain the integrity of the data. Email systems typically have limits on database file sizes or how many messages/attachments can be stored reliably on the email servers or in local data files.

Most email messages are created primarily for routine communication or information exchange and can be considered non-official records because they are short lived and do not have lasting value. Email that does not have lasting value may be deleted by the sender and recipient as soon as it no longer serves an administrative purpose.

Occasionally, an email may have lasting value and should be retained by the individual sending the email as a District Record. Examples of emails having lasting value may include:

1. A message with legal or evidential value, required to be kept by law, internal investigation, or litigation
2. A message documenting financial transactions, financial reporting or audits.
3. A message relating to historical significance.

These messages are best stored or transferred to other mediums (printed or saved to an alternate electronic file or physical hard copy) and filed by the individual sender. These records should be retained in accordance with the District's Storage and Disposition of Records Procedure (AP 6550.2).

## RESPONSIBILITY FOR RETENTION OF MESSAGES WITH LASTING VALUE

The responsibility of determining whether a specific email has lasting value and therefore, retained longer than the default email retention period, is with the originator of the email message, or the department responsible for the email message.

## DELETED EMAIL RECORDS

Email users may delete email messages from their account including their Deleted Items folder at any time. Deleted messages will be retained on the system for a period of 30 days. Deleted messages older than 30 days will be automatically removed from the system. Since email back-ups are retained for 30 days, deleted emails can be recovered for an additional 30 days from the date the back-up was made.

## BACK-UP OF EMAIL RECORDS

Daily back-ups will be completed to disk and tape of all email records on the email database servers as part of the Information Technology Services' disaster recovery procedures. Each back up will be retained for 30 days. Back-up sets older than 30 days will be overwritten as part of the automated back-up process.

## EMAIL ACCOUNTS FOR FORMER EMPLOYEES

Email accounts will be set as inactive for a period of 30 days after an employee separates from the District. At the end of the 30 days, the account will automatically be deleted unless instructed otherwise by the Vice Chancellor of Human Resources.

References: SDCCD Board Policy BP 6551  
AP 6550.2  
Title 5 California Administrative Code, Sections 59020 et seq.;  
Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45

Approved by  
the Chancellor: January 20, 2016

Supersedes: New procedure