



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

*Office of the Chancellor*

CITY COLLEGE – MESA COLLEGE – MIRAMAR COLLEGE – CONTINUING EDUCATION

## DISTRICT GOVERNANCE COUNCIL

**July 15, 2015**

**3:00 p.m. – Room 245**

### AGENDA

- \*1.0 Review Minutes of June 3, 2015
- \*2.0 Review of Board Agenda for July 16, 2015
- 3.0 Additional Agenda Items
- 4.0 State Budget Update Carroll/Dowd
- 5.0 Changes to EEO Representative Procedure Surbrook
- 6.0 Draft Student Services Policies and Procedures Neault
  - BP 2015 Student Membership(s)
  - AP 3000.4 International Students
  - BP 3200 Student Government and Organizations
  - AP 3200.1 Student Representation on the Board of Trustees
  - BP 3301 Nonresident Tuition
  - AP 3301.1 Nonresident Tuition
  - BP 5015 Residence Determination
  - AP 5015 Residence Determination
- 7.0 Roundtable

#### \*Attachments

BOARD MEETING scheduled: Thursday, July 16, 2015 – 4:00 p.m.  
District Office – Rooms 235/245

Next DGC MEETING scheduled: Wednesday, August 19, 2015 – 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

June 3, 2015

**Present:** Agatha (for Luster), Beebe, Beresford, Bocaya, Conrad (for Neault), Dowd, Fremland, Haidar, Harris, Hess, Hsieh, Kastelic, Kohlenberg, Kovrig, Liewen, Manis, McMahon, Pawlak, Schmeltz, Surbrook, Watkins, Weinroth, and Chairperson Chancellor Carroll

**Absent:** Hubbard, Luster, Neault

**Guests:** Cassar

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

The minutes of May 6, 2015, were approved.

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

The agenda for the June 11, 2015, Board Meeting was opened for review by Chancellor Carroll. Each item was discussed and satisfied.

### 3. **STATE BUDGET UPDATE**

Executive Vice Chancellor Dowd walked the council through a draft version of the proposed SDCCD 2015-2016 Tentative Budget which is also going through review by the Chancellor's Cabinet, and the District Budget Committee. The final version of the tentative budget will be presented at the June 11, 2015, meeting of the Board of Trustees.

### 4. **FULL-TIME FACULTY POSITIONS**

Chancellor Carroll highlighted budget funding for approximately thirty new full-time faculty positions throughout each of the colleges and Continuing Education. Some districts are struggling and hoping for this funding to be discretionary, in order to be used in other areas of need. The SDCCD plans to use the funds solely for the hiring of full-time faculty.

### 5. **BRANDMAN UNIVERSITY MOU**

Interim Vice Chancellor Hess shared copies of a proposed MOU with Brandman University, a WASC-accredited university that is offering a tuition discount program for SDCCD employees in selected areas of study. Dr. Hess stated that involvement in the program would be documented in order to rate its effectiveness.

Adjourned 4:33 p.m.

Chancellor's Office & Board of Trustees



SAN DIEGO  
COMMUNITY COLLEGE DISTRICT

**Thursday, July 16, 2015  
Regular Board Meeting**

**San Diego Community College District  
Public Meeting of the Board of Trustees**

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**Charles W. Patrick Building  
District Office  
3375 Camino del Rio South Rooms 235-255, 300  
San Diego CA 92108**

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**This agenda includes:**

**2:50 p.m. Call to Order – Room 235-255, followed by Closed Session – Room 300**

**4:00 p.m. Regular Business Meeting – Room 235-255**

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**DISCLAIMER: If changes are necessary, the San Diego Community College District reserves the right to effect them up until 72 hours in advance of the posted Board meeting.**

**SUGGESTED ORDER OF BUSINESS**

**1. Call to Order**

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- 1.01 Call Meeting to Order, Room 235-255
- 1.02 Announcement of and Public Comment on Closed Session Items
- 1.03 Adjourn to Closed Session, Room 300

**2. Closed Session**

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- 2.01 Conference with labor negotiator Will Surbrook, Vice Chancellor of Human Resources (pursuant to Government Code Section 54957.6).  
Bargaining/Meet and Confer Units under Consideration:
  - a. AFT Guild Local 1931 College & Continuing Education Faculty
  - b. AFT Guild Local 1931 Classified Unit
  - c. AFT Guild Local 1931 Non-Academic Non-Classified Employees
  - d. AFT Guild Local 1931 Naval Technical Training Program (San Diego)
  - e. POA - Police Officers Association
  - f. Management Association
  - g. SPAA - Supervisory & Professional Administrators Association
  - h. ACE - Association of Confidential Employees
  - i. Technical Instructors Bargaining Organization (Corry Station, FL)
- 2.02 Conference with or receive advice from legal counsel (pursuant to Government Code Section 54956.9) concerning pending litigation. There is one (1) item to discuss.
- 2.03 Chancellor's Cabinet Evaluations (pursuant to Government Code Section 54957), the titles of which are President, Executive Vice Chancellor, and Vice Chancellor.
- 2.04 Administrator Employment Contracts (pursuant to Government Code Section 54957), the titles of which are President, Executive Vice Chancellor, Vice Chancellor, and Vice President.
- 2.05 Chancellor's Annual Evaluation (pursuant to Government Code Section 54957).
- 2.06 Board of Trustees Self-Evaluation (pursuant to Government Code Section 54957).

**3. Open Session Organizational Items**

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- 3.01 Reconvene Open Session, Room 235-255
- 3.02 Pledge of Allegiance
- 3.03 Report of Action in Closed Session (if applicable)

#### **4. Approval of Minutes**

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- 4.01 Minutes of the May 28, 2015, Board Retreat - 12:00 p.m.
- 4.02 Minutes of the June 11, 2015, Board Meeting - 2:50 p.m.

#### **5. Development of the Consent Calendar**

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- 5.01 Call for Removal of Items from the Agenda
- 5.02 Board Development of Consent Calendar
- 5.03 Call for Academic Senates' Agenda Items for Discussion
- 5.04 Adoption of Consent Calendar

#### **6. Public Comment**

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- 6.01 Public Comments Guidelines

#### **7. Collective Bargaining**

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- 7.01 Call For Presentations (if any) By Exclusive Agent(s) Representing Employees.
- 7.02 Public Response to Initial Proposal(s) of Employee Organizations.
- 7.03 Announcement(s) of Proposed Tentative Agreement(s) Between the District and Exclusive Agents Representing Employees.
- 7.04 Announcement(s) of Agreement(s) Between the District and Exclusive Agents Representing Employees.

#### **8. Reports**

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- 8.01 Report on Communications/Statewide & Legislative Issues - Chancellor
- 8.02 Report of the Trustees
- 8.03 Report of the Chancellor

#### **9. Board Policies**

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- 9.01 Consideration and approval of the following Student Services Policies, Attachments A-D (First Reading):
  - A. BP 2015 Student Membership(s);
  - B. BP 3200 Student Government and Organizations;
  - C. BP 3301 Nonresident Tuition; and
  - D. BP 5015 Residence Determination (New Policy).

#### **10. New Business**

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- 10.01 Presentation of contractor and small business awards for annual Propositions S and N Recognition Program for Exemplary Performance.

#### **11. Instructional Services**

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- 11.01 Consideration and approval of new or revised courses and programs.
- 11.02 In the matter of the District's health occupations programs, authority to enter into agreements with health care agencies for use of clinical facilities by students enrolled in District health occupations programs during the 2014-2015 fiscal year.
- 11.03 In the matter of the San Diego Adult Education Regional Consortium (SDAERC) authority is requested to appoint Vice President Brian Ellison and faculty member Rachel Rose to represent the San Diego Community College District.
- 11.04 In the matter of the Child Development Programs at San Diego City College and San Diego Mesa College, authority is requested to enter into an agreement with Neighborhood House Association to collaboratively provide education, child care, health and social services to Head Start and Early Head Start eligible children and families.
- 11.05 In the matter of the Child Development Programs at San Diego City College, San Diego Mesa College, and San Diego Miramar College, authority is requested to enter into an agreement with Neighborhood House Association - Nutrition Services to provide meals to children attending the Child Development Centers.

## **12. Student Services**

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12.01 Consideration and approval of the Student Fee Schedule for 2015-2016.

## **13. Budget and Finance**

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- 13.01 In the matter of the Puente Project Cooperative Agreement between San Diego City College and the Regents of the University of California, on behalf of the Puente Project, authority is requested to:
1. Enter into a 3-year agreement with the Regents of the University of California; and
  2. Accept, budget and spend \$3,000 in the 2015-2016 General Fund/Restricted Budget.
- 13.02 In the matter of San Diego City College's agreement with the California Community College Chancellor's Office (CCCCO), Funds for Student Success (FSS) to provide academic counseling, contextualized tutoring, marketing and recruiting, and community service experience for students in the San Diego Early/Middle College High School Program, as well as professional development for instructors at SDCC and SDEMC, authority is requested to accept, budget and spend \$99,000 in the 2015-2016 General Fund/Restricted Budget.
- 13.03 In the matter of the Miramar College Homeland Security and Administration of Justice courses for Transportation Security Administration (TSA) Security Officer personnel, authority is requested to:
1. Enter into an agreement with SBG Technology Solutions for San Diego Miramar College to provide courses; and
  2. Accept, budget and spend \$20,200 in the 2015-2016 General Fund/Restricted Budget.
- 13.04 In the matter of a Site License Agreement between the Foundation for California Community Colleges and the San Diego Community College District for the use of San Diego Miramar College's facilities for the State of California, Department of Consumer Affairs, Bureau of Automotive Repair's Smog Check Referee and Student Technician Training Program, authority is requested to:
1. Enter into a Site License Agreement with the Foundation for California Community Colleges; and
  2. Accept, budget and spend \$12,000 in the 2015-2016 General Fund/Restricted Budget.
- 13.05 In the matter of the California Community Colleges Chancellor's Office industry driven regional collaborative grant, RFA number 14-326, authority is requested for Miramar College to:
1. Enter into a Memorandum of Understanding with Feather River College, designated project lead and fiscal agent; and
  2. Accept, budget and spend \$25,000 in the 2015-2016 General Fund/Restricted Budget for the training of faculty.
- 13.06 In the matter of the Arthur N. Rupe Foundation grant to support the Certified Nursing Assistant Program at Continuing Education, authority is requested to accept, budget and spend \$45,000 in the 2015-2016 General Fund/Restricted Budget.
- 13.07 In the matter of the College 2 Career program Work Experience grant from the California Department of Rehabilitation, authority is requested to:
1. Provide reimbursement for work experience for students with intellectual disabilities (ID) in Disability Support Programs and Services (DSPS) throughout the San Diego Community College District; and
  2. Accept, budget and spend \$22,000 for up to 20 work experience placements for College 2 Career program participants.
- 13.08 In the matter of the U.S. Navy Contract Instructor Program (CIP) at the Navy Technical Training Center, Meridian, Mississippi, authority is requested to:
1. Increase the current contract from \$665,036 to \$744,582 for the contract year September 1, 2014, through September 30, 2015; and
  2. Accept, budget and spend an additional \$79,546 in the 2015-2016 General Fund/Restricted Budget from the U.S. Navy to administer the program.
- 13.09 In the matter of the subcontract agreements between San Diego City College, San Diego Mesa College, San Diego Miramar College, and San Diego Continuing Education with the Grossmont-Cuyamaca Community College District (GCCCD) Auxiliary to provide services in support of the \$50M CTE Enhancement Fund Local Share Grant, authority is requested to accept, budget and spend an augmentation of \$367,024 in the 2015- 2016 General Fund/Restricted budget, increasing the budget from \$925,947 to \$1,292,971. The monies will be awarded as follows: \$91,756 to San Diego City College; \$91,756 to San Diego Mesa College; \$91,756 to San Diego Miramar College; and \$91,756 to San Diego Continuing Education.

### **13. Budget and Finance (continued)**

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- 13.10 In the matter of the Child Development programs, California State Preschool (CSPP 5427) and the General Child Care and Development (CCTR 5213) contracts, at San Diego City, Mesa, and Miramar colleges, authority is requested to accept, budget and spend \$416,379 (CSPP 5427) and \$301,898 (CCTR 5213) in the 2015-2016 General Fund/Restricted Budget from the California Department of Education for operation of the Child Development Centers.
- 13.11 In the matter of the implementation of the new Enterprise Resource Planning software, authority is requested to ratify the commercial lease for office space for the PeopleSoft Implementation Project's Campus Solutions Team at Mission Valley Terrace, 3443 Camino del Rio South, San Diego, CA 92108.
- 13.12 Authority is requested to approve a contract with Withers Bergman LLP for the development and implementation of a Planned Giving Program and to provide assistance regarding related legal issues affecting the District, Colleges, and Continuing Education foundations.
- 13.13 Approval of the 2014-15 Fourth Quarter Financial Report, CCFS-311Q.
- 13.14 Approval of purchase orders prepared during the period of May 1, 2015, through May 31, 2015.

### **14. Human Resources**

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- 14.01 Certification of short-term personnel service effective on or after July 17, 2015, 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 June 1, 2015, through July 1, 2015.
- 14.03 Consideration and approval of amended sabbatical leave for one employee in the AFT unit for academic year of 2015-2016 at Miramar College.
- 14.04 Approval of contracts of employment for certain President, Vice Chancellor, and Vice President positions.
- 14.05 In the matter of a Memorandum of Understanding between San Diego City College and Sol Price Retailing/Service Scholarship Program, hereafter, Price Scholars Program, effective July 17, 2015, authority is requested to increase a 0.8 FTE Student Services Assistant position (#009790) and incumbent, Range 16 (\$2,806.97-\$4,207.09) AFT Office/Technical Unit to 1.0 FTE in the EOPS office.
- 14.06 In the matter of Student Services at San Diego Mesa College, effective July 17, 2015 (contingent upon review by Human Resources) authority is requested to establish a 1.0 11-month restricted Counselor (Retention and Persistence Coordinator/Counselor) position (#011875), Class 1, Step A - Class 6, Step B (\$5,128.10 - \$7,068.05), AFT College Faculty Unit.
- 14.07 In the matter of Student Services at San Diego Mesa College, effective July 17, 2015, (contingent upon review by Human Resources) authority is requested to establish a 1.0 11-month restricted Counselor (Counselor/Coordinator Special Populations) position (#011874), Class 1, Step A - Class 6, Step B (\$5,128.10 - \$7,068.05), AFT College Faculty Unit.
- 14.08 In the matter of Student Health Services at San Diego Mesa College, effective July 17, 2015, authority is requested to (contingent upon review by Human Resources):
  - 1. Delete a 1.0 Medical Office Assistant position (#010177), Range 18 (\$2,944.78 - \$4,413.64) AFT Classified Staff Office/Technical Unit; and
  - 2. Establish a 1.0 Senior Student Services Assistant position (#011876), Range 19, (\$3,019.75 - \$4,526.01) AFT Classified Staff Office/Technical Unit.
- 14.09 In the matter of the Financial Aid Office at San Diego Mesa College, effective July 17, 2015, (contingent upon review by Human Resources) authority is requested to establish a 1.0 Student Services Assistant (Foster Youth Liaison) position (#011877), Range 16 (\$2,806.97 - \$4,207.09) AFT Classified Staff Office/Technical Unit.
- 14.10 In the matter of Outreach and Community Relations at San Diego Mesa College, effective July 17, 2015, authority is requested to (contingent upon review by Human Resources) establish a 1.0 Student Services Technician position (#011873), Range 23 (\$3,390.19 - \$5,081.23) AFT Classified Staff Office/Technical Unit.

## **14. Human Resources (Continued)**

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- 14.11 In the matter regarding Human Resources Reorganization, effective September 9, 2015, (contingent upon review by Human Resources) authority is requested to:
1. Delete a vacant 1.0 Payroll Assistant position (#001828), Range 19 (\$3,019.75 - \$4,526.01), AFT Classified Staff, Office/Technical Unit in the Payroll Office in the Human Resources Division;
  2. Establish a 1.0 Human Resources Technician position (#011872), Range 23 (\$3,390.19 - \$5,081.23), AFT Classified Staff, Office/Technical Unit in the Employment and Professional Development Department in the Human Resources Division; and effective July 17, 2015, (contingent upon review by Human Resources) authority is requested to:
  3. Delete a vacant 1.0 Senior Human Resources Technician position (#011621), Range 26 (\$4,063.68 - \$7,077.13), Association of Confidential Unit in the Employment and Professional Development Office in the Human Resources Division; and
  4. Establish Senior Human Resources Technician classification and 1.0 position (#011878), Range 26 (\$3,390.19 - \$5,081.23), AFT Classified Staff, Office/Technical Unit in the Employment and Professional Development Department in the Human Resources Division.
- 14.12 In the matter of the District's FICA Alternative Plan, authority to adopt and restate the 401(a) Plan (current plan assets transferred to FBC), the adoption of the 457 Plan (new and ongoing contributions), as of April 1, 2015, and adopt related Plan documents.

## **15. Facilities, Buildings, and Real Estate**

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- 15.01 In connection with Propositions S and N, authority is requested to award a contract for the window coverings at the City College Business and Humanities Building to Diversified Window Coverings the lowest responsive bidder as listed on the base bids.
- 15.02 In connection with Propositions S and N, authority is requested to award a design-build contract for the Mesa College Fine Arts Building project to C.W. Driver.
- 15.03 In connection with Propositions S and N, authority is requested to award a contract for the gas service to selected fume hoods at the Mesa College Math & Science Building to A & A Contracting Services, Inc., the lowest responsive bidder.
- 15.04 In connection with Propositions S and N, authority is requested to award a contract for the Miramar College Maintenance Facility Expansion project to Solpac Construction Inc., dba Soltek Pacific Construction Company, the lowest responsible, responsive bidder.
- 15.05 In connection with Propositions S and N, authority is requested to award a contract for the Miramar College South Campus Improvements project to PK Mechanical Systems, Inc., the lowest responsible, responsive bidder, on the basis of the listed base bid.
- 15.06 In connection with Propositions S and N, authority is requested to award a contract for the Miramar College Police Academy Training Facility project to Southwest Construction Services, the lowest responsible bidder on the basis of the listed base bids.
- 15.07 Authority is requested to award a contract for the Air Conditioning Replacement and Re-roof at the District Service Center College Police Station to Fordyce Construction, Inc., the lowest responsive bidder on the basis of the listed base bids.
- 15.08 In the matter of the Mesa College Building M Louver Replacement project, approval is requested for a change order to Kinsman Construction, Inc. for work which exceeds the cumulative ten percent (10%) of the original contract price and adoption of a resolution authorizing the Vice Chancellor of Facilities Management to approve change orders in excess of 10% of the original contract value.
- 15.09 In the matter of the Continuing Education César Chávez Building, approval is requested for a change order to Williams and Sons Masonry, Inc. for work which exceeds the cumulative ten percent (10%) of the original contract price and adoption of a resolution authorizing the Vice Chancellor of Facilities Management to approve change orders in excess of 10% of the original contract value.
- 15.10 In the matter of the Continuing Education César Chávez Building, approval is requested for a change order to RAP Engineering, Inc. for work which exceeds the cumulative ten percent (10%) of the original contract price and adoption of a resolution authorizing the Vice Chancellor of Facilities Management to approve change orders in excess of 10% of the original contract value.

## **15. Facilities, Buildings, and Real Estate (Continued)**

- 15.11 In the matter of the Continuing Education César Chávez Building, approval is requested for a change order to AO Reed for work which exceeds the cumulative ten percent (10%) of the original contract price and adoption of a resolution authorizing the Vice Chancellor of Facilities Management to approve change orders in excess of 10% of the original contract value.
- 15.12 Ratification of change orders at Continuing Education César Chávez Building and Continuing Education César Chávez Parking Structure which exceed a cumulative of ten percent (10%) of the original contract price.
- 15.13 Authority is requested to declare an emergency pursuant to Public Contract Code 20654 for expenditures to complete repairs to the existing chilled water line at Miramar College, Phase II. (Note: Approval of this action requires a unanimous vote of the Board. Approval by the County Superintendent of Schools is also required.)
- 15.14 In connection with the membership of the Proposition S and Proposition N Citizens' Oversight Committee, authority to appoint:
1. Dr. Jane Gawronski to serve a two-year term from July 1, 2015, to June 30, 2017, (nominated by Trustee Rich Grosch); and
  2. William Newell, a Mesa College student, selected to serve as the student representative from July 1, 2015, to June 30, 2016.
- 15.15 In the matter of the District's Five Year Capital Construction Plan, approval is requested for:
1. Consideration of projects to be included in the District's Five Year Capital Construction Plan commencing FY 2017-2018, subject to revisions and requirements as issued by the California Community Colleges Chancellor's Office (CCCCO);
  2. The ordering of priority for projects to be included in the plan; and
  3. Authority to proceed with the preparation of and submittal to the CCCCCO: District 2017-2021 Five Year Capital Construction Plan and any related documents per requirements issued by the CCCCCO.

## **16. Information Items**

- 16.01 Report on Summer Enrollment
- 16.02 César Chávez Campus Update

## **17. Reconvene Closed Session (if applicable)**

- 17.01 Reconvene Closed Session (if applicable)
- 17.02 Announcement of Action Taken in Closed Session

## **18. Adjournment**

- 18.01 Adjournment

**All exhibits are available for inspection by the public at the Board of Trustees meeting or prior to such meeting, when reports are available. Contact the Board Office at (619) 388-6957.**

### **PUBLIC PRESENTATIONS:**

**In accordance with Education Code Section 72121.5, members of the public are invited to participate in the governance system of the District by utilizing the PUBLIC COMMENT section of the Board meeting agenda.**

**Public comment on items listed on the Board meeting agenda shall be heard at the time the item is discussed and prior to Board action on the item. Each presentation shall be limited to five minutes (a total of twenty minutes on the same subject) unless this time limit is waived by action of the Board.**

**Public comment on matters not listed on the Board meeting agenda may do so during the PUBLIC COMMENTS section of the Board meeting for Regular Board meetings only; for Special Meetings and Retreats, comments are only allowed for items on the posted agenda. In accordance with Education Code Section 72121.5, the Board shall take no action on such matters, other than an action of referral. Each presentation shall be limited to five minutes (total of 20 minutes on the same subject) unless this time limit is waived by action of the Board.**

**If you wish to submit questions to the Board in your presentation, they should be in writing. At the Board's request, the Chancellor will provide written responses to your questions as soon as possible after the Board meeting.**

**In compliance with the Americans with Disabilities Act, the San Diego Community College District will make every effort to honor requests for reasonable accommodations made by individuals with disabilities. [ADA TITLE II, SEC. 202. 42 USC 12132]**

**If you need an accommodation, please call 72 hours prior to the scheduled meeting. (619) 388-6983.**