



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

CITY COLLEGE – MESA COLLEGE – MIRAMAR COLLEGE – CONTINUING EDUCATION

DISTRICT GOVERNANCE COUNCIL

August 17, 2016

3:00 p.m. – Room 245

AGENDA

- *1.0 Review Minutes of July 20, 2016
- *2.0 Review of Board Agenda for August 25, 2016
- 3.0 Additional Agenda Items
- 4.0 State Budget Update Dowd
- *5.0 San Diego Promise Carroll
- *6.0 Gender Identity Guidance Neault
- *7.0 Intersession Logistics Neault
- 8.0 Basic Skills Bulger
- 9.0 Strategic Planning Bulger
- 10.0 Roundtable

*Attachments

BOARD MEETING scheduled: Thursday, August 25, 2016 – 4:00 p.m.
District Office – Rooms 235/245

Next DGC MEETING scheduled: Wednesday, September 7, 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

July 20, 2016

Present: Akers, Beresford, Bocaya, Collins (for Bulger), Cortez, Davis (for Larson), Dowd, Fremland, Griffin, Hsieh, Kovrig, Lareau (for Manis), McGrath (for Luster), McMahon, Neault, Payne, Surbrook, Weinroth, and Whisenhunt

Absent: Bulger, Carroll, Hubbard, Larson, Luster, Mahler, Manis, Watkins

1. **APPROVAL OF MINUTES**

The minutes of June 1, 2016, were approved.

2. **REVIEW OF BOARD AGENDA**

The agenda for the July 21, 2016, Board Meeting was opened for review by Executive Vice Chancellor Dowd. Each item was discussed and satisfied.

3. **STATE BUDGET UPDATE**

Executive Vice Chancellor Dowd reported that adjustments to growth were still expected and that she would update the council in August, after meeting with the budget committee.

4. **TEXTBOOK SURVEY REPORT**

Vice Chancellor Neault shared the textbook survey report that was presented to the Board of Trustees at the June 9, 2016, meeting. The DGC Textbook Affordability Task Force has been meeting regularly since it was established in 2008. This fall, the task force will meet again to discuss strategies to lower costs for students.

5. **AB 2462 – AWARDING COLLEGE CREDIT FOR PRIOR MILITARY EXPERIENCE**

The DGC discussed recommendations from a report by members from the Academic Senates and Student Services to establish a workgroup to report to the Curriculum Instructional Council.

6. **REVISIONS TO BOARD POLICIES AND PROCEDURES**

Vice Chancellor Surbrook presented policies and procedures regarding prohibition of harassment and related investigations with updated language to include changes to gender, as required by law. Questions were raised and addressed regarding representation for accused persons and also disseminating information.

7. **EXTERNAL ORGANIZATIONS ON CAMPUS**

Vice Chancellor Surbrook shared guidelines for planning to have external organizations on campus regarding free speech and access and agreed to add the board policy for reference.

8. **REVISIONS TO STUDENT SERVICES POLICIES AND PROCEDURES**

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

Adjourned 4:12 p.m.

BOARD MEETING

Thursday, August 25, 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):

BP 3430 Prohibition of Harassment (Attachment A).

9.02 Consideration and adoption of the following revisions to Chapter 5 – Student Services, Board Policies (First Reading):

BP 3100 Student Rights, Responsibilities, Campus Safety and Administrative Due Process (Attachment A); and

BP 3105 Academic Accommodations and Disability Discrimination for Students with Disabilities (Attachment B).

11 INSTRUCTIONAL SERVICES

11.01 In the matter of the District's Allied Health Occupations 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 programs during the 2015-2016 fiscal year.

11.02 In the matter of Apprenticeship Sponsoring Organizations, authority is requested to renew the following agreements between San Diego City College and participating organizations for 2016-2017 fiscal year to provide related and supplemental education for apprentices pursuant to provisions of Section 3074 of the Labor Code of the State of California and in accordance with requirement of subsection (d) of Section 3078 of the Labor Code:

1. Associated Builders and Contractors;
2. Associated General Contractors, San Diego and Riverside Centers; and
3. Black Contractors Association, Inc.

11.03 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

12.01 In the matter regarding the Transfer Centers' field trips for the Fall 2016 semester, authority is requested to allow students from San Diego City, San Diego Mesa, and San Diego Miramar Colleges to participate in overnight field trips during the Fall 2016 semester to Grand Canyon University, University of California, Davis, and Arizona State University.

13 **BUDGET AND FINANCE**

- 13.01** In the matter of a Memorandum of Understanding between San Diego City College and Sol Price Retailing/Service Scholarship Program, hereafter, Price Scholars Program, for the administration of the Price Scholars Program, housed at and administered by San Diego City College, authority is requested to:
1. Enter into a 3-year agreement with Price Scholars Program; and
 2. Accept, budget and spend \$593,029 in the 2016-2017 General Fund/Restricted Budget.
- 13.02** In the matter of San Diego City College's Institutional Effectiveness Partnership Initiative's (IEPI) Innovation and Effectiveness Grant Agreement with Santa Clarita Community College District, authority is requested to accept, budget and spend \$150,000 from Santa Clarita Community College District's College of the Canyons in the 2016-2017 General Fund/Restricted Budget.
- 13.03** In the matter of the Data Unlocked Contract awarded by Rancho Santiago Community College District to Miramar College, authority is requested to accept, budget and spend \$40,000 in the 2016-2017 General Fund/Restricted budget.
- 13.04** In the matter of the Adult Education Block Grant (AEBG) Data and Accountability allocation at San Diego Continuing Education, authority is requested to accept, budget and spend \$451,837 in the 2016-2017 General Fund/Restricted Budget.
- 13.05** In the matter of the Adult Education Block Grant (AEBG) at San Diego Continuing Education, authority is requested to accept, budget and spend \$2,823,332 (Year 2), in the 2016-2017 fiscal year, Restricted Budget.
- 13.06** In the matter of the U.S. Navy Contract Instructor Program (CIP) at the Center for Information Dominance (CID), Corry Station, Pensacola, Florida, authority to:
1. Enter into a one-year contract with the U.S. Navy to provide instructional services to military personnel at the Center for Information Dominance (CID), commencing September 23, 2016, through September 22, 2017, total amount of contract \$49,655;
 2. Accept, budget and spend \$37,242 in the 2016-17 General Fund/Restricted Budget.
- 13.07** Review of a Resolution authorizing the issuance of San Diego Community College District general obligation bonds (Election of 2006, Series 2016).
- 13.08** Approval of the District's Report of Participation in the San Diego County Investment Pool for the period ending June 30, 2016.
- 13.09** Approval of purchase orders prepared during the period of July 1, 2016, through July 31, 2016.

14 **HUMAN RESOURCES**

- 14.01** Certification of short-term personnel service effective on or after August 26, 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 July 1, 2016, through July 31, 2016.

14 HUMAN RESOURCES (Continued)

14.03 Appointment and ratification of contract of employment for Vice President, Instruction, San Diego Continuing Education, at the San Diego Community College District.

14.04 In the matter regarding reorganization in the District Student Services Department, effective August 25, 2016, authority is requested to:

1. Delete 1.0 FTE Prerequisite Evaluator position (#010216), Range 21 (\$3,375.53-\$5,388.12) in the AFT/Office Technical Unit; and
2. Establish 1.0 FTE Student Services Technician, Range 23 (\$3,584.18-\$5,721.16) in the AFT/Office Technical Unit.

14.05 In the matter of a sub-contract agreement with Lockheed Martin Integrated Systems (LMIS)/Instructor Services to train Navy Personnel at Naval Training Center, Great Lakes, Illinois, authority to:

1. Extend a sub-contract agreement with LMIS to provide instructional services to include personnel, supervision, management, materials, and instructional technology to military personnel commencing September 15, 2016, through September 14, 2017, total amount of contract \$1,780,810;
2. Accept, budget and spend in the 2016-2017 General Fund/Restricted Budget anticipated income in the amount of \$1,335,606 from LMIS;
3. Extend the current Instructor and Lead Instructor salary schedules through September 30, 2017; and
4. Continue the following restricted positions effective September 15, 2016, and continue future years until funding ends:
 - 1.0 Military Contract Training Manager, (12-month), Position #011668
 - 1.0 Military Associate Dean, (12-month), Position #011669
 - 66.0 Military Technical Instructors, Bi-monthly, Position #011670
 - 4.0 Military Lead Technical Instructor, Bi-monthly, Position #011671
 - 8.0 Military Technical Instructors New Hire, Bi-monthly Position #011672

14.06 In the matter of a sub-contract agreement with Lockheed Martin Integrated Systems (LMIS)/Instructor Services to train Navy Personnel at the Naval Station, San Diego, authority to:

1. Extend a sub-contract agreement with LMIS to provide instructional services to include personnel, supervision, management, materials, and instructional technology to military personnel commencing September 15, 2016, through September 14, 2017, total amount of contract \$964,163;
2. Accept, budget and spend in the 2016-2017 General Fund/Restricted Budget anticipated income in the amount of \$723,121 from LMIS;
3. Extend the current Military Technical Instructor (FLSA Exempt) salary schedule through September 30, 2017; and
4. Continue the following 12-month restricted positions effective September 15, 2016, and future years until funding ends:
 - 1.0 Military Associate Dean, Position #007238
 - 1.0 Military Lead Technical Instructor, Position #011676
 - 15.0 Military Technical Instructor, Position #123646
 - 5.0 Military Technical Instructor, Position #124646

15 FACILITIES, BUILDINGS AND REAL ESTATE

- 15.01** In the matter of the surplus District Property at the former site of the Centre City Continuing Education Campus, authority is requested to adopt a long-term ground lease on excess land with Russ Boulevard Holdings LLC (Urban Discovery Academy/Ideate High Academy).
- 15.02** Authority to award a contract for the North City Parking Lot Improvements, Continuing Education to Eagle Paving Company, Inc. the lowest responsible, responsive bidder, on the basis of the listed Base Bids.
- 15.03** Authority to enter into an Agreement for Architectural Services with Davy Architecture for design services for renovations to Buildings B-100, D-100 and K-100 at Mesa College, San Diego.
- 15.04** 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 2018-2019, 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 2018-2022 Five Year Capital Construction Plan and any related documents per requirements issued by the CCCCCO.

16 INFORMATION ITEMS

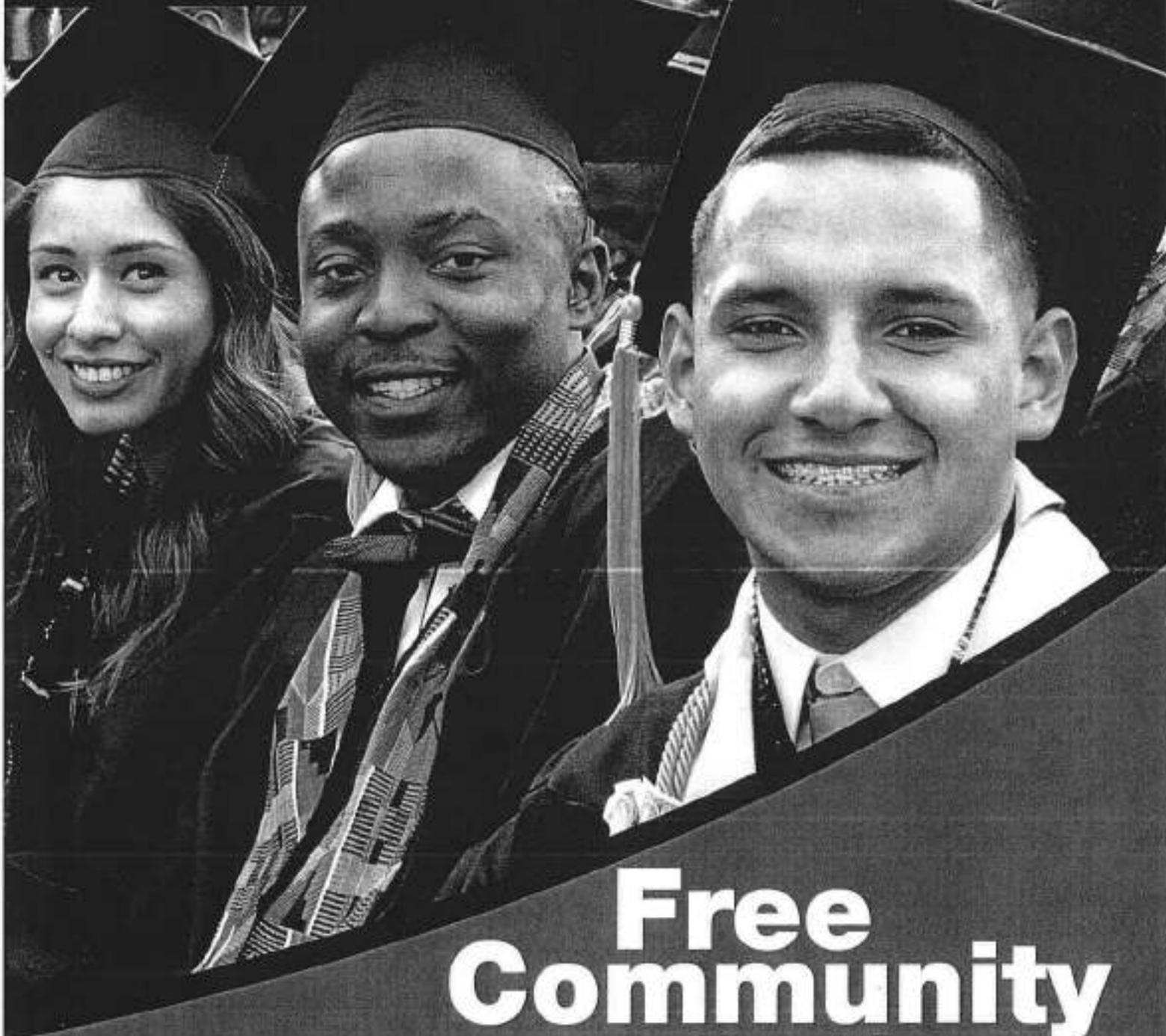
- 16.01** Report on the Grant Activity and Awards to the San Diego Community College District for the Fiscal Year 2015-2016.

SAN DIEGO COMMUNITY COLLEGE DISTRICT



SAN DIEGO
PROMISE

CITY COLLEGE • MESA COLLEGE
MIRAMAR COLLEGE



**Free
Community
College**

An Investment in Our Future



Gender Identity Guidance

New Federal Gender Identity Guidance

- a. Gender identity is protected under Title IX
 - b. Legal requirement is that students/employees be permitted to use facilities consistent with their gender identity without any verification
- **Option 1:** Maintain male/female binary distinction for all facilities, but permit students to use according to gender identity

Impact: Restrooms

- Can be implemented immediately through use of signage and more generally spreading the message, may be disfavored since it does not account for gender-nonconforming students and may not be a permanent solution if regulations are adopted addressing gender-nonconforming students

Impact: Locker Rooms

- Agreement that option 1 is the best option
 - While not required, recommend providing low-cost, increased privacy options for people who wish to use them
 - City—provide access to second locker room
 - Mesa/Miramar—add curtains to certain shower areas, possibly changing areas
- **Option 2:** Maintain facilities based on binary distinction, create some number of all-gender facilities (easiest to do would be single-user facilities become all-gender)

Impact: Restrooms

- Can be implemented relatively easily through communication and use of signage
 - 10 single-user restrooms exist at City
 - 34 at Mesa
 - 14 at Miramar; however, City are designated for faculty/staff and at City and Miramar they are not significantly spread out on campus
 - 9 at ECC and 2 each at North City, West City, Mid-City, CE Mesa

Impact: Locker Rooms

- N/A

Next Steps

- Develop communication campaigns
- Work with facilities at each campus to address restroom and locker rooms



Interession Logistics January 2017

Interession: January 3, 2017 – January 28, 2017

Targeted FTES: 201 City
293 Mesa
156 Miramar
650 Total

Post list of Interession classes on web: October 1, 2016

- List will also be provided to Transfer Centers to share region wide

Spring class schedule on web: October 31, 2016

Interession opening day: January 3, 2017

Faculty grades due: February 3, 2017

Interession grades available to students: February 6, 2017

Business Process Considerations:

- 1) **Parking permits** – Will not be required.
- 2) **Health fee** – No Health Fee will be charged ~ Services will be limited as follows:
City: No Services **Mesa:** Limited Services **Miramar:** Limited Services
- 3) **Prerequisites** – Will be enforced for Interession unless Fall grades are not posted by December 31, 2016.
- 4) Students who are on **academic probation** in the Fall semester will be dissuaded from enrolling in Interession due to the intense pace of classes, and potential for loss of BOGW.
- 5) Faculty teaching Interession will be strongly encouraged to **use wait lists**.
- 6) Faculty will be encouraged to make announcement about Interession classes during their Fall 2016 classes.
- 7) **Spring BOGW** will be posted by December 22, 2016, to be ready for Interession.

- 8) **Bookstore and Food Service** will be available.
- 9) **Concurrent High School Enrollment** will not be permitted due to FTES/ADA double-dipping potential with K-12 semester overlap.
- 10) **Department Chair release time** will be included in the calculation of FTEF for release time.
- 11) **Student Support Services** that are not normally available in January need to be scheduled:
 - Tutoring
 - Library/AV
 - Interpreting
 - High Tech Center
 - Academic accommodations (note takers, proctors, readers)
 - Need to have all key student services available December 19-21 to support Intersession students.
 - Each college to establish hours of operation
 - Colleges assessing cost impact

12) **Marketing**

- Announcement on cover of Spring 2017 class schedule.
- Create special section for Intersession classes in printed class schedule.
- Integrate Intersession classes in subject areas (English, Math, etc.) of class schedule.
- Post special announcement on college and district websites.
- Posters on campus.
- Ads in SDSU newspaper.
- Include promotion in broader enrollment marketing campaigns.



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3375 Camino del Rio South
San Diego, California 92108-3883
619-388-6500
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*Instructional Services &
Planning*
Vice Chancellor 619-388-6965
JAY 619-388-6549

Strategic Planning Committee Composition SDCCD Administration and Governance Handbook 2015-2016

Chair: Dr. Stephanie R. Bulger, Vice Chancellor, Instructional Services

Location	Name	Title
City College	Berta Harris	Academic Senate President
City College	Renee Kilmer	Interim Vice President, Instruction
City College	Yvonne Schmeltz	Classified Senate Representative
City College	Denise Whisenhunt	Vice President, Student Services
Mesa College	Leroy Johnson	Academic Senate Representative
Mesa College	Angela Liewen	Classified Senate President
Mesa College	Tim McGrath	Vice President, Instruction
Miramar College	Joyce Allen	Classified Senate President
Miramar College	Emalina Ledbetter	Student Representative
Miramar College	Marie McMahon	Academic Senate President
Miramar College	Daniel Miramontez	Dean
Continuing Ed	Michelle Fischthal	Dean
Continuing Ed	Neill Kovrig	Classified Senate President
Continuing Ed	Ingrid Greenberg	Academic Senate Representative
District Office	Bonnie Ann Dowd	Executive Vice Chancellor, Business and Technology Services

*Office of Institutional Research and Planning by invitation.



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*Instructional Services &
 Planning*
 Vice Chancellor 619-388-6965
 FAX 619-388-6519

Basic Skills Workgroup

	English	Math	ESOL
VPI	Mesa College Continuing Education	Miramar College Continuing Education	City College Continuing Education
Dean	City College Mesa College Miramar College Continuing Education	City College Mesa College Miramar College Continuing Education	City College Mesa College Miramar College Continuing Education
Chairs/Faculty	City College Mesa College Miramar College Continuing Education (3)	City College Mesa College Miramar College Continuing Education (3)	City College Mesa College Miramar College Continuing Education (3)
Counselor	City College Mesa College Miramar College Continuing Education	City College Mesa College Miramar College Continuing Education	City College Mesa College Miramar College Continuing Education
Total	16	16	16
Additional Members	Ex Officio: Dr. Stephanie Bulger, Vice Chancellor, Instructional Services Division Chairperson: Dr. Shelly L. Hess, Dean, Curriculum Services DSPS Representative		
Grand Total	19	19	19

Charge: By April, 2017, develop a plan and timeline that begins in the 2017-18 academic year to meet the outcomes below.

Desired Outcomes:

1. Consider developing a plan to coordinate ESOL faculty site visits and student field trips to College and Continuing Education campuses.
2. Consider a collaboration between Continuing Education and Colleges to develop ESOL curriculum that is redesigned based on specific outcomes.

3. Consider a plan for institutionalizing districtwide options for reducing the time to a gateway transfer course in English and Math.
4. Consider a plan to reduce Math and English courses 4 levels below transfer, including specific strategies and time periods.
5. Consider a plan to gain requisite skills in a noncredit course that provides a seamless pathway to credit courses that reduce the need for placement assessment.
6. Consider a plan to offer Math 15s as refresher courses for noncredit at the College and Continuing Education campuses and the qualifications to teach them with specific strategies and time periods.
7. Consider a plan to present noncredit and credit courses and course pathways in English, Math, and ESOL in College and Continuing Education schedules.