



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

CITY COLLEGE – MESA COLLEGE – MIRAMAR COLLEGE – CONTINUING EDUCATION

DISTRICT GOVERNANCE COUNCIL

August 19, 2015

3:00 p.m. – Room 245

REVISED AGENDA

- *1.0 Review Minutes of July 15, 2015
- *2.0 Review of Board Agenda for August 27, 2015
- 3.0 Additional Agenda Items
- 4.0 State Budget Update Carroll/Dowd
- 5.0 College Promise Campaign Carroll
- *6.0 District Strategic Planning Committee Bulger
- *7.0 Annual Safety Report Policy Review Manis
- 8.0 Safety Issues on Campus Hubbard
- 9.0 Discussion of Printed Schedule Fremland**
- 10.0 Faculty Hiring Process Review Fremland**
- 11.0 Roundtable

*Attachments

BOARD MEETING scheduled: Thursday, August 27, 2015 – 4:00 p.m.
District Office – Rooms 235/245

Next DGC MEETING scheduled: Wednesday, September 2, 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

July 15, 2015

Present: Awan (for Beebe), Beresford, Bocaya, Bulger, Cortez, Dowd, Hubbard, Kohlenberg, Kovrig, Liewen, Luster, Manis, McMahon, Neault, Ramsey (for Hsieh), Surbrook, Watkins, Weinroth, and Chairperson Chancellor Carroll

Absent: Beebe, Harris, Hsieh, Schmeltz

1. **APPROVAL OF MINUTES**

The minutes of June 3, 2015, were approved.

2. **REVIEW OF BOARD AGENDA**

The agenda for the July 16, 2015, Board Meeting was opened for review by Chancellor Carroll. Each item was discussed and satisfied.

3. **STATE BUDGET UPDATE**

Executive Vice Chancellor Dowd gave an update on the budget, reporting that the state's P-2 Report had been released with a recalculation of FTES (full-time equivalent students) for the 2014-15 budget which credits an additional 200+ FTES to the SDCCD, and brings additional funding. With this report, the District has reached a growth rate of 5.4%, and is expected to recapture all money lost to workload reductions and deferrals from the last few years as the state has struggled. While many California community colleges are continuing to struggle, the SDCCD is now experiencing high demand and growth.

4. **EEO REPRESENTATIVE PROCEDURES**

Vice Chancellor Surbrook opened discussion regarding recommended revisions to EEO representative assignment procedures. No objections were raised and it was agreed to move forward with the changes by a unanimous vote after a motion by Neill Kovrig and a second by Lynn Neault.

5. **DRAFT STUDENT SERVICES POLICIES**

Vice Chancellor Neault brought copies of new and revised student services policies and procedures for DGC review, walking through each one with explanation regarding changes as required by law, or to update processes and nomenclature. She noted that the changes had already been reviewed by student representatives and the policies will go for the first of two readings at the next Board of Trustees meeting. After discussion, Dr. Neault asked members to send her any input.

6. **MAYOR'S WORKFORCE AND ECONOMIC ADVISORY COMMITTEE**

Chancellor Carroll shared a framework of draft recommendations to be reviewed by the advisory committee and discussed each. Final recommendations will be compiled into a white paper and presented to the Mayor in August.

Adjourned 4:40 p.m.

Chancellor's Office & Board of Trustees

BOARD MEETING

Thursday, August 27, 2015

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

3 OPEN SESSION ORGANIZATIONAL ITEMS

3.04 Administration of Oath of Office for Student Trustees:

Igor Burgos Maron– Mesa College

By Board President Maria Nieto Senour

9 BOARD POLICIES

9.01 Consideration and approval and additions to the following Student Services Policies, Attachments A-D (First Reading 7/16/15):

- A. BP 2015 Student Membership(s)
- B. BP 3200 Student Government and Organizations
- C. BP 3301 Nonresident Tuition
- D. BP 5015 Residence Determination (New Policy)

10 NEW BUSINESS

10.01 Board Workshop on SSSP/Student Equity – Directions, Outcomes, & Vision

11 INSTRUCTIONAL SERVICES

11.01 In the matter of the District's health occupations programs, authority is requested to enter into agreements with health care agencies for use of clinical facilities by students enrolled in District health occupations programs during the 2015-2016 fiscal year.

11.02 In the matter of the Program Self-Evaluation (PSE) for the Child Development Centers located at City College, Mesa College, and Miramar College, authority is requested to accept the evaluation. The PSE is required by the California Department of Education (CDE), Early Education and Support Division (EESD), which is a funding source for the San Diego Community College District Child Development Centers.

11.03 In the matter of Child Development Centers located at City College, Mesa College, and Miramar College, authority is requested to accept revisions to the 2015 Participant Handbook. This Handbook is required by the California Department of Education (CDE), Early Education Support Division (EESD), which is a funding source for the San Diego Community College District Child Development Centers.

11.04 Authority to renew agreement with San Diego City College and participating Apprenticeship Sponsoring Organizations for 2015-2016 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
3. Black Contractors Association, Inc.

13 BUDGET AND FINANCE

13.01 In the matter of the U.S. Naval Shipyard in Yokosuka, Japan, and San Diego Military Education Program, City College authority is requested to:

1. Enter into an agreement with the U.S. Naval Shipyard in Yokosuka, Japan in the amount of \$14,973 to teach a Oxygen Equipment and Calibration Course to be conducted at the U.S. Naval Shipyard in Yokosuka, Japan; and
2. Accept, budget and spend \$14,973 in the 2015-2016 General Fund/Restricted Budget.

13.02 Authority is requested to change the name of the Budget Development and Institutional Planning Advisory Committee to Budget Planning and Development Council.

13.03 Approval of the District's Report of Participation in the San Diego County Investment Pool for the period ending June 30, 2015.

13.04 Approval of purchase orders prepared during the period of June 1, 2015, through June 30, 2015.

14 HUMAN RESOURCES

14.01 Certification of short-term personnel service effective on or after August 28, 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 July 2, 2015, through July 31, 2015.

14.03 In the matter regarding Human Resources Reorganization, effective September 9, 2015, authority is requested to implement the restructure according to the attached Organization Chart.

14.04 In the matter of the Business & Technology Services, Purchasing & Contract Services at San Diego Community College District Office, effective August 28, 2015, authority is requested to (contingent upon review by Human Resources):

1. Delete 1.0 vacant Acquisition Accounting Technician position (#001186), Range 20 (\$3,104.64-\$4,653.24) AFT/Office Technical Unit; and
2. Establish 1.0 Administrative Technician, position (#011883), Range 22 (\$3,285.45-\$4,924.25) AFT/Office Technical Unit.

14.05 In the matter regarding reorganization in the District Student Services Department, effective September 1, 2015, authority is requested to:

1. Delete 1.0 FTE Prerequisite Evaluator position (#011705), Range 21 (\$2,896-\$4,703) in the AFT/Office Technical Unit; and
2. Establish 1.0 FTE Student Services Technician, Range 23 (\$3,390-\$5,081) in the AFT/Office Technical Unit.

15 FACILITIES, BUILDINGS AND REAL ESTATE

- 15.01** Authority to approve the use of the Balboa Park Recital Hall located at 1549 El Prado, San Diego, CA 92101, as an Off-Campus Facility as requested by Continuing Education.
- 15.02** In the matter of the District's contract with RBF Consulting, authority to assign all rights under the terms of the contract to Michael Baker International, Inc.
- 15.03** Authority to award a contract to Michael Baker International, Inc., for the GIS at Mesa College.
- 15.04** Approval of a power efficiency agreement with Green Charge Networks (GCN).
- 15.05** Authority to award a contract for the exterior stair security alterations at Mesa College to SDStature, the lowest responsive, responsible bidder on the basis of the listed base bids.
- 15.06** Authority to award a contract to 3-D Enterprises, Inc., the lowest responsive, responsible bidder for the ADA Path to the Transit Center project at Miramar College.
- 15.07** In the matter of the Continuing Education Cesar Chavez Building, approval is requested for a change order to K&Z Cabinet Co., 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.
- 15.08** Ratification of change orders at the Continuing Education Cesar Chavez Building which exceed a cumulative of ten percent (10%) of the original contract price.

16 INFORMATION ITEMS

- 16.01** Strategic Communications Plan

District Strategic Planning Committee

Description

The District Strategic Planning Committee will serve as the districtwide vehicle for initiation and coordinating districtwide strategic planning in order to ensure good communication and effective oversight of planning processes, as well as an effective, complementary balance in planning activities between the District as a whole and the colleges/Continuing Education.

Function

The District Strategic Planning Committee is a standing committee composed of individuals who will function as a knowledgeable, collegial planning group that will support and review the outcomes of the institutional planning processes of the colleges/Continuing Education; will review the needs of the San Diego community and region in relationship to districtwide planning; and will recommend planning outcomes that should be related to annual budgets, both at the institutional and districtwide levels. The District Strategic Planning Committee will report to the District Governance Council and the Chancellor's Cabinet.

Specifically, the Committee will:

1. Develop a coordinated timeline for institutional planning processes throughout the District;
2. Review the planning outcomes of the colleges/Continuing Education planning processes so that common elements, themes, and needs can be identified, reviewed, and addressed;
3. Conduct periodic environmental scans and community needs assessments so that evidence of community/regional needs can be identified, reviewed, and addressed as ongoing components of planning;
4. Review and make available information from external groups and agencies that relates to planning opportunities within the District and colleges/Continuing Education;
5. Conduct research and analyze the need for new or revised programs, delivery methods, and services within the District;
6. Sponsor forums or workshops to discuss planning options, in conjunction with other organizations, e.g., the District Governance Council, the Chancellor's Cabinet, and the Board of Trustees;
7. Develop and disseminate short-term and long-term planning strategies; and
8. Provide recommendations and reports to the District Governance Council and Chancellor's Cabinet, for further consideration by the Districtwide Budget Development Committee and the Board of Trustees.

PARTICIPATORY GOVERNANCE

District Strategic Planning Committee

Membership 2014-2015

Shelly Hess	Interim Vice Chancellor, Instructional Services, Committee Chair	District Office
Joyce Allen	Classified Senate President	Miramar College
Ranessa Ashton	Public Information Officer	Continuing Education
Libbier Bakit	Classified Senate Designee	Continuing Education
Randy Barnes	Vice President, Instruction	City College
Salley Deaton	Academic Senate Designee	City College
Daphne Figueroa	Academic Senate Designee	Miramar College
Cathy Hasson	Director, Research and Planning	District Office
Madeleine Hinkes	Academic Senate Designee	Mesa College
Tim McGrath	Vice President, Instruction	Mesa College
Pete Miles	Academic Senate Designee	Continuing Education
Daniel Miramontez	Dean, School of PRIE, Library and Technology	Miramar College
Yvonne Schmeltz	Classified Senate President	City College
Vacant	Student Representative	
Vacant	Administrator	Mesa College



SAN DIEGO COMMUNITY COLLEGE DISTRICT **DRAFT NEW**

Board of Trustees Policy

Chapter 3 – General Institution

BP 3500 – CAMPUS SAFETY

The Board is committed to a safe and secure work and learning environment. To that end, the Chancellor shall establish a District and Campus safety plan and ensure that it is posted or otherwise made available to students. The campus safety plan shall include availability and location of police personnel, methods for summoning assistance of police personnel, any special safeguards that have been established, any actions taken in the preceding 18 months to increase safety, and any changes in safety precautions to be made during the next 24 months.

Reference: Education Code 67380(a)(4)

Adopted: <Date>

Supersedes: New Policy



SAN DIEGO COMMUNITY COLLEGE DISTRICT **DRAFT NEW**

Board of Trustees Policy

Chapter 3 – General Institution

BP 3501 – CAMPUS SECURITY AND ACCESS

The Chancellor shall establish procedures for security and access to District facilities.

Reference: 34 Code of Federal Regulations Part 668.46(b)(3);
ACCJC Accreditation Standard III.B.1

Adopted: <Date>

Supersedes: New Policy



SAN DIEGO COMMUNITY COLLEGE DISTRICT

DRAFT NEW

Board of Trustees Policy

Chapter 3 – General Institution

BP 3505 – EMERGENCY RESPONSE PLAN

The Chancellor shall establish procedures that ensure that the District implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and should incorporate the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

Compliance with NIMS and SEMS mandates include but are not limited to:

- Establishing disaster preparedness procedures or a plan; and
- Completion of training sessions by college personnel in compliance with NIMS and SEMS guidelines
 - Training requirements vary based on job titles or assigned roles within the emergency plan

College personnel must be informed that as public employees, they are also disaster service workers during national, state, and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements.

The Chancellor should ensure that a team is created to carry out compliance with NIMS and SEMS mandates. The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions, and state.

The plan should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response and recovery. The District must ensure that its plan is updated regularly. Colleges must comply with NIMS and SEMS to receive federal or state funding.

Reference: Education Code Sections 32280 et seq. and 71095;
Government Code Sections 3100 and 8607(a);
Homeland Security Act of 2002;
National Fire Protection Association 1600;
Homeland Security Presidential Directive-5;
Executive Order S-2-05;
19 California Code of Regulations Sections 2400-2450;
34 Code of Federal Regulations 668.46(g)

Adopted: <Date>

Supersedes: New Policy



SAN DIEGO COMMUNITY COLLEGE DISTRICT **DRAFT NEW**

Board of Trustees Policy

Chapter 3 – General Institution

BP 3510 – WORKPLACE VIOLENCE PLAN

The Board is committed to providing a District work and learning environment that is free of violence and the threat of violence. The Board's priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence.

The Chancellor shall establish administrative procedures that assure that employees are informed regarding what actions will be considered violent acts, and requiring any employee who is the victim of any violent conduct in the workplace, or is a witness to violent conduct to report the incident, and that employees are informed that there will be no retaliation for such reporting.

Reference: Cal/OSHA: Labor Code Sections 6300 et seq.;
8 California Code of Regulations Section 3203;
"Workplace Violence Safety Act of 1994" (Code of Civil Procedure Section 527.8 and
Penal Code Section 273.6)

Adopted: <Date>

Supersedes: New Policy



SAN DIEGO COMMUNITY COLLEGE DISTRICT

DRAFT NEW

Board of Trustees Policy

Chapter 3 – General Institution

BP 3515 – REPORTING OF CRIMES

The Chancellor shall assure that, as required by law, reports are prepared of all occurrences reported to the San Diego Community College District Police Department of and arrests for crimes committed on campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Chancellor shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.

Reference: Education Code Section 67380

Adopted: <Date>

Supersedes: New Policy



SAN DIEGO COMMUNITY COLLEGE DISTRICT **DRAFT NEW**

Board of Trustees Policy

Chapter 3 – General Institution

BP 3518 – CHILD ABUSE REPORTING

The Chancellor shall establish procedures related to the responsibility of employees, within the scope of employment or in their professional capacity, to report suspected abuse and neglect of children.

Reference: Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, and 11164-11174.3;
Welfare and Institutions Code Sections 300, 318, and 601;
Family Code Sections 7802, 7807, 7808, 7820-7829, 7890, and 7892

Adopted: <Date>

Supersedes: New Policy



SAN DIEGO COMMUNITY COLLEGE DISTRICT

DRAFT NEW

Board of Trustees Policy

Chapter 3 – General Institution

BP 3520 – LOCAL LAW ENFORCEMENT

The District, on behalf of each college or campus, shall enter into a written agreement with local law enforcement agencies. The agreement shall clarify operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault, occurring at each location.

The written agreement shall designate which law enforcement agency shall have operational responsibility for violent crimes and delineate the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.

The written agreements required by this policy shall be public records and shall be made available for inspection by members of the public upon request.

The San Diego Community College District, and each college or campus, encourages accurate and prompt reporting of all crimes to the campus police and/or the appropriate police agencies. The Chancellor shall establish procedures that encourage professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. The San Diego Community College District does not have pastoral counselors.

Reference: Education Code Section 67381;
34 Code of Federal Regulations Section 668.46(b)(4)

Adopted: <Date>

Supersedes: New Policy



SAN DIEGO COMMUNITY COLLEGE DISTRICT

DRAFT NEW

Board of Trustees Policy

Chapter 3 – General Institution

BP 3530 – WEAPONS ON CAMPUS

Firearms or other weapons shall be prohibited on any college or District center or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency.

Reference: Penal Code Sections 626.9 and 626.10

Adopted: <Date>

Supersedes: New Policy



SAN DIEGO COMMUNITY COLLEGE DISTRICT **DRAFT NEW**

Board of Trustees Policy

Chapter 3 – General Institution

BP 3550 – DRUG FREE ENVIRONMENT AND DRUG PREVENTION PROGRAM

The District shall be free from all drugs and from the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student or employee who violates this policy will be subject to disciplinary action consistent with local, state, or federal law, which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

The Chancellor shall assure that the District distributes annually to each student and employee the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

Reference: Penal Code Sections 626.9 and 626.10

Adopted: <Date>

Supersedes: New Policy