



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

*Office of the Chancellor*

CITY COLLEGE – MESA COLLEGE – MIRAMAR COLLEGE – CONTINUING EDUCATION

## DISTRICT GOVERNANCE COUNCIL

**September 21, 2016**

**3:00 p.m. – Room 245**

### AGENDA

- \*1.0 Review Minutes of September 7, 2016
- \*2.0 Review of Board Agenda for September 22, 2016
- 3.0 Additional Agenda Items
- 4.0 Oracle Analytics for Higher Education (30-40 minute presentation) Dowd
- 5.0 State Budget Update Dowd
- 6.0 Waitlist Neault
- 7.0 Policy and Procedure Review Discussion
- 8.0 Roundtable

#### \*Attachments

BOARD MEETING scheduled: Thursday, September 22, 2016 – 4:00 p.m.  
San Diego City College

Next DGC MEETING scheduled: Wednesday, September 21, 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

September 7, 2016

**Present:** Akers, Bell (for Hsieh), Beresford, Bocaya, Bulger, Cortez, Dowd, Fremland, Hubbard, Kovrig, Larson, Luster, Manis, Neault, Payne, Surbrook, Watkins, Weinroth, Whisenhunt, and Woods

**Absent:** Hsieh, Mahler, McMahon

**Guests:** Griffin, Lieber, Perigo

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

The minutes of August 17, 2016, were approved.

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

The agenda for the September 8, 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 updated the council on the 2016-17 budget that will be considered for adoption by the Board of Trustees at its meeting on September 8, 2016.

### 4. **REVIEW OF BOARD OF TRUSTEES POLICIES AND PROCEDURES**

Executive Vice Chancellor Dowd opened discussion on proposed Board policies and administrative procedures intended to align with the Community College League of California policy and procedure service templates to better comply with accreditation requirements. Concerns were raised about some of the recommended changes and it was suggested that a small work group be formed for deeper discussion. Vice Chancellor Neault agreed to facilitate the discussion and will send out information to the senate presidents regarding meetings. Dr. Dowd asked all members to review proposed revisions to policies and procedures and bring back suggestions to the next DGC meeting for further discussion.

### 5. **PEOPLESOFT UPDATES**

Executive Vice Chancellor Dowd reported that a new simplified Travel Authorization (TA) form has been created by Information Technology Services and is now available in the PeopleSoft portal, which has been well-received by users. She also reported that Purchasing and Contract Services has created and posted on their website an operations manual related to purchasing functions, complete with screen shots to support staff throughout the District. She also announced that a PeopleSoft newsletter has been created and was recently distributed districtwide, and encouraged everyone to participate in some of the opportunity drawings noted in the newsletter.

**6. REVIEW OF STUDENT SERVICES POLICIES AND PROCEDURES**

Vice Chancellor Neault explained minor revisions to Student Services policies and procedures, part of a comprehensive 6-year review to align with legal and accreditation requirements.

Dr. Neault asked that any suggestions or concerns be sent to her via email or brought to the next DGC meeting.

**7. MOA/MOU PROCESS**

Vice Chancellor Bulger opened discussion on development of a District process for acceptance of MOA/MOUs, which included an early review and approval by college presidents before moving on to articulation officers and vice presidents of instruction. Academic senates indicated that they have been working on a process which will be ready for review later in the fall. This topic will come back to DGC then.

Adjourned 4:35 p.m.

Chancellor's Office & Board of Trustees



SAN DIEGO  
COMMUNITY COLLEGE DISTRICT

**Thursday, September 22, 2016  
Regular Board Meeting**

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

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**City College**

**1313 Park Blvd.**

**Rooms MS-162, MS-164, MS-163**

**San Diego, CA 92101**

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**This agenda includes:**

**2:20 Call to Order - Room MS-162, followed by Closed Session Room MS-164**

**3:30 p.m. Board Open Door Session - Room MS-163**

**4:00 p.m. Campus Meeting - Room MS-162**

**5:00 p.m. Regular Business Meeting – Room MS-162**

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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 MS-162
- 1.02 Announcement of and Public Comment on Closed Session Items
- 1.03 Adjourn to Closed Session, Room MS-164

**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 are three (3) items to discuss.
- 2.03 Chancellor's Annual Evaluation (pursuant to Government Code Section 54957).

### **3. Open Session Organizational Items**

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- 3.01 Convene Board Open Door Session, Room MS-163
- 3.02 Adjourn Board Open Door Session
- 3.03 Reconvene Open Session, Room MS-162
- 3.04 Pledge of Allegiance
- 3.05 Report of Action in Closed Session (if applicable)
- 3.06 San Diego City College Campus Meeting

Theme: My City, My Journey, My Success

#### **I. Welcome and Introduction**

- a. Denise S. Whisenhunt, J.D., Interim President, San Diego City College
- b. Justin Akers, President, San Diego City College Academic Senate
- c. Awana Payne, President, San Diego City College Classified Senate
- d. Daron Woods, President, San Diego City College Associated Students Government

#### **II. My City: San Diego City College's Educational Master Plan, 2016-2025**

- a. Presenter: Renee Kilmer, Ph.D., Vice President of Instruction

#### **III. My Journey: First Year Services**

- a. Presenters: Bernice Lorenzo, Ed.D., Acting Dean, Student Development and Matriculation; Roberta Krauss, M.Ed., Coordinator/Counselor First Year Services; and Students

#### **IV. My Success: Supplemental Instruction**

- a. Presenter: Anourack "Lance" Soukhaseum, Student Support Services Officer/Academic Supervisor, Tutorial Services, and Students

#### **V. City Pride**

- a. Presenter: Seher Awan, MBA, MPA, Vice President of Administrative Services

#### **VI. Closing Remarks**

- a. Denise S. Whisenhunt, J.D., Interim President

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

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- 4.01 Minutes of the September 8, 2016, 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 adoption of new and revised Chapter 3 – General Institution and Chapter 5 - Student Services Board Policies (First Reading). These revisions are part of a comprehensive six-year review to ensure currency.

## **10. New Business**

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- 10.01 Approval of one voting delegate and one alternate for the Association of Community College Trustees (ACCT) Leadership Congress on October 5-8, 2016, in New Orleans, Louisiana.

## **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 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 Health Occupations and Alcohol and Other Drug Studies Programs during the 2016-2017 fiscal year.
- 11.03 In the matter of the Educational Master Plan for San Diego City College, authority is requested to approve the San Diego City College Educational Master Plan, 2016-2025.

## **12. Student Services**

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- 12.01 In the matter regarding a student field trip to the Cuyamaca Rancho National Park, authorization is requested for San Diego Mesa College Astronomy 109 students and faculty to participate in an overnight field trip to the Green Valley campground at Cuyamaca Rancho National Park, October 6-7, 2016.

## **13. Budget and Finance**

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- 13.01 In the matter of the mental health grant awarded to San Diego City College's Mental Health Counseling Center (MHCC) from the Substance Abuse and Mental Health Services Administration (SAMHSA) Department of Health and Human Services, authority is requested to:
1. Enter into the second year of a three-year agreement with the Department of Health and Human Services Administration from September 30, 2015, through September 29, 2018; and
  2. Accept, budget and spend \$87,587 in the 2016-2017 General Fund/Restricted Budget.
- 13.02 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 in Disability Support Programs and Services (DSPS) throughout the San Diego Community College District; and
  2. Accept, budget and spend \$26,204 for up to 20 work experience placements for College 2 Career program participants.
- 13.03 In the matter of the Strong Workforce Program awarded to San Diego City College, Mesa College, Miramar College, and Continuing Education from the California Community Colleges Chancellor's Office (CCCCO), authority is requested to accept, budget and spend \$3,412,913 in the 2016-2017 General Fund/Restricted Budget.
- 13.04 Approval of purchase orders prepared during the period of August, 01 2016, through August 31, 2016.

## **14. Human Resources**

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- 14.01 Certification of short-term personnel service effective on or after September 23, 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 August 1, 2016, through August 31, 2016.

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

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- 14.03 In the matter of the "Developing Hispanic-Serving Institutions Program - Title V" Grant (DHSI) from the U.S. Department of Education awarded to San Diego City College to participate in increasing outcomes for Latino/a students through instructional and student service supports, effective October 1, 2016, (contingent upon review by Human Resources) authority is requested to:
1. Enter into a 5-year agreement with the U.S. Department of Education from October 1, 2016, through September 30, 2021, in the amount of \$2,625,000;
  2. Accept, budget and spend \$525,000 in the 2016-2017 General Fund/Restricted Budget; and
  3. Establish 1.0 FTE restricted Program Activity Manager position (#00120081), Range 14 (\$6,555.05-\$10,459.38) Management Unit. Continuance of this position is based upon continual funding from the U.S. Department of Education. When the funding ends, the position and the incumbent's assignment will terminate.
- 14.04 In the matter of providing support for the Community Colleges Basic Skills and Student Outcome Transformation Program Grant (BSSOT) at San Diego Mesa College effective October 1, 2016, (contingent upon review by Human Resources) authority is requested to establish 1.0 FTE Senior Clerical Assistant position (#00120080), Range 18 (\$3,113.28-\$4,969.49) AFT Classified Staff, Office/Technical Unit in the Learning Opportunities for Transformation (LOFT).
- 14.05 In the matter reorganization of the Business & Technology Services, Bookstore and Food Services departments, located in the W Building at Miramar (contingent upon review by Human Resources) effective September 23, 2016, authority is requested to:
1. Delete 1.0 FTE vacant Accounting Technician position (#000590), Range 21 (\$3,375.53-\$5,388.12) AFT Classified Staff Office/Technical Unit;
  2. Delete 1.0 FTE vacant Administrative Technician position (#008389), Range 22 (\$3,473.44-\$5,544.41) AFT Classified Staff Office/Technical Unit; and
  3. Establish two 1.0 FTE Senior Accounting Technician positions (#00120082, 00120083), Range 23 (\$3,584.18-\$5,721.16) AFT Classified Staff Office Technical Unit.
- 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, ratification of:
1. Extension of a sub-contract agreement with Lockheed Martin Integrated Systems to provide instructional services to include personnel, supervision, management, materials, and instructional technology to military personnel at the Naval Station, San Diego, 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 Lockheed Martin Integrated Systems to administer the program; and
  3. Continuation of 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**

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- 15.01 Authority to approve the use of the Grossmont Post-Acute Care located at 8787 Center Dr., La Mesa, CA 91942, as an off-campus facility on a no-fee basis as requested by Continuing Education.
- 15.02 In the matter of surplus District property at the former North City Continuing Education site at 8401 Aero Drive, authority is requested to adopt a long-term ground lease with Le Lycee Francais et International de San Diego.
- 15.03 In the matter regarding the Propositions S and N Citizens' Oversight Committee (COC), authority is requested to remove the following individual who has submitted a notice of resignation, with appreciation expressed for her advice and support: Katie Hansen.

## **16. Information Items**

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- 16.01 Quarterly Report on Diversity
- 16.02 2015-2016 Student Enrollment Report

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

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

## **18. Adjournment**

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- 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.

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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.