

## District Shared Governance Council (DSGC)

May 5, 2008

### Minutes

**Members Present:** Co-Chair Patty Dilko, Connie Beringer, Carla Campillo, Sebastian Grillo, Ulysses Guadamuz, Teeka James, Charles Jones, Adolfo Leiva, Jane McAteer, Martin Partlan, Stephanie Samuelsen, Richael Young

**Members Absent:** Jing Luan, Jeremy Ball, Noel Chavez, Georgia Clark, David Feune, Jeanne Gross

**Guests Present:** Barbara Christensen, Harry Joel, Tom Casey

The meeting was called to order at 2:19 p.m.

#### Approval of Minutes

It was moved by Martin Partlan and seconded by Sebastian Grillo to approve the minutes of the meeting of March 3, 2008. The motion carried, with one abstention by Ulysses Guadamuz, and the remainder of those present voting "Aye."

It was moved by Ulysses Guadamuz and seconded by Jane McAteer to approve the minutes of the meeting of April 7, 2008. The motion carried, with abstentions by Teeka James, Charles Jones and Adolfo Leiva, and the remainder of those present voting "Aye."

#### Public Comments

Sebastian Grillo announced that "Spring Fling," a College of San Mateo Associated Students event, is going on now and invited all to attend.

#### Code of Ethics Update

Barbara Christensen began the discussion by saying that having four different codes within one policy seems untidy and hard to keep track of. She said that Counsel Tom Casey is present; he and County Counsel Eugene Whitlock studied the issue and Mr. Casey reported on their findings. Mr. Casey said that people must first understand what the laws are and that no code can supersede the laws. He said there are two approaches to writing ethics codes: (1) try to educate, and (2) devise a regulatory system. These approaches are different but not necessarily exclusive. In a large organization, it is difficult to write a broad policy that relates to everyone. In studying ethics policies at other colleges, Mr. Casey and Mr. Whitlock found that many are split into two parts: general statements of principles, and specific standards of behavior/conduct. Accordingly, Mr. Casey suggested the District's policy have two pieces, beginning with a broad statement which does not address specific conducts that may be different for different groups, and separate standards of ethical conduct by each group which would be referenced but not be part of the policy. Ms. Christensen said this approach would allow the policy to be moved forward for Board of Trustee approval while the groups continued work on their specific standards. Ms. Christensen distributed a draft "Policy on Ethical Behavior" (copy attached) which includes statements that apply to all groups.

Carla Campillo said this is not the format the Council agreed upon and has been working on for some time. Regarding the draft policy, Martin Partlan said the last line of item number 3, "Interactions among members of the College Community shall be respectful and courteous," is a mutual respect policy issue and would be problematic. Patty Dilko agreed and said that all of item number 3 would be problematic. Teeka James added that it would take a long time to get approval for this new approach.

Ms. Dilko asked if there is consensus that the Council has agreed in principle to having a preamble and four statements, and all members agreed that this is the case. Ms. Dilko said there was prior agreement to have the four statements by the second meeting in May and suggested that the Council approve the previously submitted preamble and the four statements, and consider the new statement (submitted at this meeting) early next year. All Council members agreed with this approach.

Sebastian Grillo said he believed the four separate documents were going to be part of the policy, and Teeka James and Adolfo Leiva said they believed so also. Ms. Christensen and Ms. Dilko both said the statements are too long to be part of the policy and they will be referenced as supporting documents and will be linked.

Ms. Christensen asked how specific the four policies are. Ms. Dilko said the faculty statement has an educational orientation. Mr. Grillo said the student policy is geared toward guidelines rather than enforcement, while enforceable policies are in the Student Handbook and in Rules and Regulations.

Ms. Christensen asked if the four statements would all be titled "Policy on Ethical Behavior." Following discussion, it was determined they would be titled "Code of Professional Ethics," as used by the Accreditation Commission.

Ms. James said AFT would like to be involved in this issue. Ms. Campillo said AFT has been involved in all discussions at Skyline College.

#### Rules & Regulations 2.09

Ms. Dilko said the Taskforce on Rules and Regulations 2.09 met to discuss and strategize options on the consensus piece and to reorganize and clean up the rest of the policy. Members of the taskforce are Jing Luan, Patty Dilko, Barbara Christensen, Harry Joel, Teeka James, Ulysses Guadamuz and Richael Young.

Ms. Christensen distributed suggested revisions regarding consensus (copy attached), beginning with language on consensus decision-making taken from Wikipedia and followed by the original number 6 (A through E voting) and two alternates. Both alternates call for a recommendation to be forwarded to the Chancellor when the majority of members present are at any one of level a, b or c. If the majority is not at any one of the levels, the recommendation will not go forward. Alternate 2 has an additional level (d) which blocks the recommendation from being forwarded to the Chancellor, instead calling for continued consensus dialogue. Ms. Dilko said that "majority of members present" needs to be defined. There was discussion about how the Board would know what the reservations are if the majority is at level b ("I support the recommendation with reservations"). Ms. Christensen said there is a provision in both alternates which states "Any member of DSGC can submit a brief rationale for their vote which will accompany the recommendation to the Chancellor and the Board of Trustees." Council members can also attend Board meetings to discuss recommendations. The Council discussed alternate 1 vs. alternate 2 and concluded that, since alternate 1 does not preclude further discussion if needed, the group will recommend inclusion of alternate 1 in the revised policy.

Regarding the definition of majority, there were suggestions to employ (1) a simple majority and (2) 2/3 of members present. After discussion, it was moved by Connie Beringer and seconded by Richael Young to include use of a simple majority vote at any one level in order to move a recommendation forward. The motion carried by a vote of 9 to 3. Ms. Christensen will submit a new proposed policy, including alternate 1 and clean up items in other sections. She will forward this proposed policy and a copy of the current policy to Ms. Dilko. Council members will take these policies to their constituencies, to be brought back in September 2008.

#### Review of Rules and Regulations 1.05, Student Trustee

Ms. Christensen distributed copies of the policy showing the proposed changes (copy attached). Ms. Young asked why the proposal precludes a student from running for more than two terms. Ms. Christensen said such term limits are typical in community colleges because they give others the opportunity to serve. Ms. Young disagreed with the proposal, stating that students should decide if they want the student trustee to continue to serve. Ms. Dilko said the District Academic Senate allows the President to serve only two terms and she sees this as a strength, allowing more people the opportunity to be involved. Ms. Young said she believes such a recommendation should come from students. Ms. Christensen said she will take this item out of the proposed policy and asks that Ms. Young report the discussion to students.

Regarding the proposed statement that “Students who wish to run for Student Trustee may not be a candidate for any other Associated Students Office,” Ms. Young noted that some students run for another office in case they lose the Student Trustee election, and it would be ill-advised to lose the services of these students. After discussion, it was agreed that the statement will read “Students who wish to run for Student Trustee may not be a candidate for **President or Vice President** of any Associated Students organization.”

Ms. Young also addressed the proposed language which states “If the Student Trustee is running for a second term, and, therefore, not eligible to serve on the panel, the remaining six officers shall select another student to serve on the panel.” Ms. Young said the District Student Council is working on revisions in the Bylaws and Constitution to address this issue. After discussion, it was agreed that the language will be changed to read, “If the Student Trustee is running for a second term, and, therefore, not eligible to serve on the panel, **the District Student Council** shall select an alternate member to serve on the panel.

#### District Strategic Planning Update

Patty Dilko said an extensive amount of work has been done, beginning with the collection of raw data which was used to develop planning assumptions. The Strategic Planning Taskforce then used the assumptions to develop broad recommendations. The recommendations will go to the Colleges early this week and they will hold forums for their faculty and staff. Over the summer, focus groups will be conducted and feedback will be gathered. The strategic plan will be presented to the Board of Trustees for review and approval before the end of the fall semester.

#### Proposed District Policies, Rules and Regulations Review

Barbara Christensen said the District has contracted with Paula Anderson to review Chapter 6 and with Ms. Anderson and Carlene Gibson to review Chapter 7. She said review of sections 6.12 and 6.13 is being expedited because all of the changes are compliance related (Title 5) and Board of Trustees approval is required by the end of the school year. The remainder of Chapter 6 revisions will be presented to the Board for review by late fall followed by Chapter 7 revisions one or two months later.

#### Closing Remarks

None

#### Agenda Building

Topics for the next meeting will include Code of Ethics; Strategic Planning; Rules and Regulations 2.09, District Shared Governance Process; and Proposed District Policies, Rules and Regulations Review.

#### Closing Remarks

None

#### Adjournment

The meeting was adjourned by consensus at 4:10 p.m.

The next meeting will be on May 19, 2008 at 2:15 p.m. in the District Board Room.