

District Shared Governance Council (DSGC)

March 2, 2009

Minutes

Members Present: Co-Chair Jing Luan, Linda Allen, Connie Beringer, Megan Claire, Lessandro De Sousa, Megan Eznekier, Mauricio Flores Hernandez, Ray Hernandez, Teeka James, Adolfo Leiva, Virginia Medrano Rosales, Martin Partlan, Marsha Ramezane, Stephanie Samuelsen

Members Absent: Co-Chair Patty Dilko, Diana Bennett, Darne Duckett, Jeanne Gross, Charles Jones, Brittany Piccolotti

Others Present: Kathy Blackwood, Marilyn McBride

The meeting was called to order at 2:18 p.m.

Review and Approval of Minutes

It was moved by Professor Hernandez and seconded by Mr. Leiva to approve the minutes of the meeting of February 2, 2009. Dean Beringer noted a typographical error, which will be corrected before publication. The motion to approve carried, with nine members voting “Aye” and five abstentions.

Public Comments

Mr. Leiva reported that the Skyline Classified Staff bake sale raised \$538 toward student scholarships and staff professional development. He said the Spring 2009 Classified Council Retreat will be a two and one-half day event, on April 30, May 1 and May 8.

Addition to District Mission Statement

Vice Chancellor McBride said she is helping to update policies to bring them in line with Title 5 requirements and with the recommendations of the Community College League of California service to which the District subscribes. District Rules and Regulations Section 1.01, District Mission, was brought to the Board of Trustees for approval in December 2008. At that time, Trustee Holober suggested adding a bullet point stating that as part of its mission, the District will provide leadership in aligning educational programs and services offered by all local educational institutions and community service agencies. In addition to that change, Professor James suggested updating language, replacing “developmental and remedial” education with “basic skills” education. The Council agreed unanimously to approve the changes.

Vice Chancellor McBride also described a proposed change to Rules and Regulations Section 1.45, Agendas for Meetings. This policy references Board of Trustees meetings and was brought to the Board of Trustees for approval on February 25, 2009. At that time, the Board noted that the policy states that the Chancellor prepares the meeting agenda; they requested that it be changed to state that the President of the Board or designee and the Chancellor jointly prepare the agenda. The Board also requested that the procedure for adding an item to the agenda at the request of a Board member be outlined in the policy. The Council agreed unanimously to approve the changes.

Report from the District Committee on Budget & Finance

Chief Financial Officer Kathy Blackwood reported that the Governor signed two budgets, one for the current year and one for next year. For the current year (2008-09), the budget provides no COLA, cuts into mandated costs, and shifts cash between years, requiring the District to borrow more money. The Board of Trustees approved issuance of Tax and Revenue Anticipation Notes (TRANS) in the amount of \$30,000,000 to address the cash flow problem; the District normally issues TRANS but this is a larger amount than ever before. The District’s share of the State deficit is \$1.2 million; this, along with the loss from the Lehman Brothers bankruptcy, puts the District’s shortfall at \$5.2 million. However, some of the shortfall can be reduced because

(a) the District anticipated that the State would overestimate property taxes and accounted for this in the budget, reducing the shortfall by \$1 million, and (b) the District previously put extra money into the post-retirement account so does not have to transfer the funds this year, reducing the shortfall by another \$1.5 million. In addition, the District hopes to get funds from the federal Troubled Assets Relief Program (TARP) to help cover the Lehman Brothers loss.

The budget for 2009-10 provides no COLA, provides for three percent Statewide growth, and contains deferrals. Overall, community colleges fared better than K-12 schools.

There are six propositions which will be on the May 19 ballot, and all have to pass to make the budget work. The propositions include a spending cap and securitization of lottery funds. Also included is a temporary redirection of voter-approved funding for mental health and child care development services (Propositions 1D and 1E). The Governor's May revise is expected on May 25. If there is a second round of cuts, community colleges will inevitably face more cuts.

Professor James asked if the District's child care centers will be affected if Proposition 1E passes; CFO Blackwood said it probably would result in loss of some grant money.

Professor James asked if CFO Blackwood could make predictions based on the scenarios presented at earlier meetings. CFO Blackwood said that if there are no further cuts and the signed budgets can be sustained, it would result in the best case scenario for the District, i.e. \$4 million would have to be cut from the budget. The cuts would be achieved through five percent cuts at the College sites, District Office and Facilities. The budget committees at the sites have prioritized and must decide on their cuts. The environment is very volatile and the numbers are likely to change. The District is awaiting results of managed hiring and other information. The worst case scenario called for \$10 million in cuts.

Council members discussed the need for a meeting after the May 19 election and/or the Governor's May Revise. It was decided that all members will bring their calendars to the April 20th meeting, at which time the issue will be readdressed.

Draft Student Fee Policies and Procedures

Vice Chancellor Luan reminded the Council that this draft Student Fee and Procedure policy was sent to them for review. It is important to take action today. He received comments from Council members and forwarded them to CFO Blackwood.

The first policy item for discussion was: "Should a student who has a balance due be allowed to register for the next term? How much of a balance?" CFO Blackwood said that in response to feedback, a paragraph was added to state that College of San Mateo students believe a \$250 cap is more reasonable than \$200. CFO Blackwood asked Council members if they believed \$200 or \$250 is a reasonable amount.

Ms. Allen said the Cañada Classified Senate believes that students should pay all fees for the current semester before being allowed to register for the next semester. Professor James said that College of San Mateo faculty believe that even though it seems generous to allow students to continue without paying, it actually is not beneficial because in the end they cannot obtain their transcripts. Therefore, it would be better to hold students accountable at an earlier time. Professor Hernandez said that from a faculty perspective, the policy does not seem punitive as it teaches students early on to recognize what they need to do to be successful, responsible and productive. Ms. Eznekier said that feedback indicates that student government believes there should be a cap and that \$250 seems a reasonable amount in today's economy. She added that the Student Senate also believes there should be a payment plan available. CFO Blackwood said the District does offer a payment plan and works willingly with students. She emphasized that the default is not to place an automatic hold; rather, a hold is placed only when a student is unresponsive or refuses to pay. Mr. De Sousa said many students are not aware of the payment plan and Ms. Eznekier said this is a concern of College of San Mateo students as well. It was

agreed that more outreach is needed in this regard. Mr. Leiva said that there is a problem with former students who have not paid fees and want to move on to another institution; having a \$200 or \$250 cap would be a preventive measure to eliminate some of the expense of follow-up with these students.

There was discussion among Council members about the advantages of a \$200 and a \$250 cap. Vice Chancellor Luan suggested the Council begin the consensus process by polling members on the following proposal:

“Students who have balances at the end of the semester will have an academic hold placed on their records. This means that they are unable to obtain transcripts which would enable them to transfer to another school.

Students who have balances are not prohibited from registering for classes in the next semester. Balances are reviewed by the College Business Offices.

Students who owe more than \$200 will receive an individual letter from the Business Office. This letter directs the student to contact the Financial Aid and/or the Business Office to address the balance owed. If the Business Office with the assistance of Financial Aid is unable to reach a payment resolution, the Business Office has the discretion to put a registration hold on the student’s account.”

Professor James moved and Ms. Samuelsen seconded to poll members on this proposal. The result was as follows:

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| A. I support the recommendation completely: | 9 |
| B. I support the recommendation with reservations: | 4 |
| C. I cannot support the recommendation | 1 |

Since at least 60% of the members polled were at Level A, the recommendation will be forwarded to the Chancellor and the Board of Trustees. Any member may submit a brief rationale for his or her vote which will accompany the recommendation to the Chancellor and the Board of Trustees. Dean Ramezane asked if students will be notified when the \$200 threshold is reached once this policy is approved by the Board of Trustees. CFO Blackwood said the Business Office always notifies a student before any holds are placed.

The second policy issue under this agenda item is: “How should student payments be applied to the many fees that they pay? Which fees take priority?” CFO Blackwood said this is primarily procedural. It moves mandatory fees up on the list so that they would be applied first; the District is accountable for these State fees regardless of whether or not the student pays the fee.

After this discussion, it was moved by Dean Ramezane and seconded by Ms. Allen to poll Council members on the following proposed policy:

“Items number 9 (Student Union Fee) and 10 (Student Representation Fee) should be moved up to become items numbers 7 and 6 respectively. Thus payments would be applied to mandated fees prior to the optional ones.”

The result was as follows:

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| A. I support the recommendation completely: | 14 |
| B. I support the recommendation with reservations: | 0 |
| C. I cannot support the recommendation | 0 |

Since all of the members polled were at Level A, the recommendation will be forwarded to the Chancellor and the Board of Trustees.

The third and final policy issue under this agenda item is: “How much should the replacement fee be for parking permits? How much should the parking bail (fine) be?” CFO Blackwood said that since the proposed policy was distributed, the District has learned of a new law which says \$4.50 from any fine collected must be

given to the State; therefore, the suggested fine has been increased by \$5.00. CFO Blackwood said she received a comment suggesting that fines be assessed on a sliding scale depending on how long a student has had the parking permit. CFO Blackwood said there should be an effort to avoid having students purchase two permits in order to give one to a friend. Addressing the statement in the proposed policy that “since the parking permits are mailed affixed to the schedule/bill, students have no excuse for saying they didn’t receive a permit in the first place,” Mr. De Sousa commented that through clerical or post office errors, it is possible that students will not receive the permits; other Council members agreed with Mr. De Sousa. Professor James suggested that students be excused the first time they claim a lost permit. Ms. Claire agreed, stating that it would not be welcoming for students to have to purchase another permit if they did not receive the first one in the mail. Ms. Claire asked if Security will be able to double ticket, e.g. parking in a staff lot and having no permit. CFO Blackwood said only one ticket would be issued.

After this discussion, it was moved by Professor James and seconded by Dean Beringer to poll Council members on the following proposed policy:

“There should be no replacements for semester length parking permits. Academic year permits should be replaced on a sliding scale, depending on the point in the academic year. Permits lost during the Fall term should cost \$60 to replace and permits lost during the Spring term should cost \$30 to replace. The parking bail should be increased to \$35 for 09/10 and \$40 for 10/11.”

The result was as follows:

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| A. I support the recommendation completely: | 14 |
| B. I support the recommendation with reservations: | 0 |
| C. I cannot support the recommendation | 0 |

Since all of the members polled were at Level A, the recommendation will be forwarded to the Chancellor and the Board of Trustees.

Accreditation Update

Vice Chancellor Luan announced the status change for both Cañada College and College of San Mateo, stating that both Colleges are now fully accredited.

Planning Update

Vice Chancellor Luan said the Board of Trustees approved the 2008-2013 District Strategic Plan. He said work on the Plan took place over a two year period and involved Planning Committee members and hundreds of others. Members of the Planning Committee who are also members of this Council are Mauricio Flores Hernandez, Adolfo Leiva, Martin Partlan and Ray Hernandez. The Plan is integrated with the College Plans and College processes. The Plan contains 53 recommendations under five general themes.

Closing Remarks

Vice Chancellor Luan commented that the recently revised procedure for this Council to reach consensus (District Rules and Regulations Section 2.09) worked very well at today’s meeting; he thanked Council members for their work on updating this procedure.

Vice Chancellor Luan introduced and welcomed Megan Claire, recently elected President of the Associated Students at College of San Mateo.

Agenda Building

Vice Chancellor Luan reminded Council members to bring their calendars to the April 20th meeting.

Adjournment

The meeting was adjourned by consensus at 4:15 p.m.