

**District Shared Governance Council (DSGC)**  
**September 15, 2008**  
**Minutes**

**Members Present:** Co-Chairs Patty Dilko and Jing Luan, Linda Allen, Diana Bennett, Lessandro De Sousa, Darne Duckett, Megan Eznekier, Mauricio Flores Hernandez, Jeanne Gross, Ulysses Guadamuz, Ray Hernandez, Teeka James, Adolfo Leiva, Virginia Medrano Rosales, Martin Partlan, Marsha Ramezane, Stephanie Samuelsen, Richael Young

**Members Absent:** Connie Beringer

**Others Present:** Barbara Christensen, Harry Joel, Raydan Alhubaishi, Charles Jones, Monica Malamud, Brittany Piccolotti

The meeting was called to order at 2:20 p.m.

Approval of Minutes

It was moved by Ulysses Guadamuz and seconded by Teeka James to approve the minutes of the meeting of May 19, 2008. The motion carried, with eight abstentions and the remainder of those present voting "Aye."

Public Comments

- Vice Chancellor Luan congratulated Dr. Dilko on receiving her doctorate degree.
- Vice Chancellor Luan announced that a short orientation for new members was held prior to this meeting; the purpose and procedures of the Council were discussed.
- Vice Chancellor Luan welcomed Monica Malamud, new President of AFT.

Discussion of Future Meeting Dates

Meetings are normally held on the first Monday of each month. The Council agreed by consensus to change the April date to April 20 because of the conflict with spring break. The Council also agreed to the addition of a meeting on May 18 to receive an update on the Governor's May budget revise. The schedule for the remaining meetings of the 2008-09 academic year is: October 6, November 3, December 1, February 2, March 2, April 20, May 4, and May 18.

Process for Evaluation of Delineation of Functions

Vice Chancellor Luan said that the Accrediting Commission for Community and Junior Colleges (ACCJC) issued a directive to all community colleges in the State to develop a function map. In response, the District Accreditation Coordination Committee was formed to discuss how to clearly delineate functions between the Colleges and the District according to standards (which can be viewed on SharePoint). The Committee developed and adopted a function map which was also reviewed and approved by the District Shared Governance Council and later adopted by the Chancellor's Council. The function map was included in the Colleges' Accreditation Self Studies.

At the conclusion of the accreditation site visits, the ACCJC recommended that "The district and colleges should collaborate to implement a process to regularly evaluate the delineation of functions and widely communicate those findings in order to enhance the college's effectiveness and institutional success." In response, the District Accreditation Coordination Committee has proposed a process for evaluating delineation of functions, and Vice Chancellor Luan distributed copies of the proposal. The document has also been shared with the College Councils. The Committee recommends that the Colleges and District review the delineation of Functions Agreement every three years to coincide with the accreditation six-year cycle, with the first round of review commencing during the spring 2010 semester. The Committee

also recommends the establishment of a Delineation of Functions Review Committee (DFRC) to coordinate the Districtwide delineation of function review efforts.

Vice Chancellor Luan asked that Council members take the proposed evaluation process to their constituencies and bring it back for discussion at the next meeting. If there are no major issues, acceptance of the process can be finalized and it can be reported to the ACCJC that such a process has been adopted in response to the recommendation.

Board Policy (Rules and Regs) 2.09 Revision (Taskforce)

Barbara Christensen and Harry Joel provided a briefing on the work of the taskforce formed to review and revise Section 2.09, District Shared Governance Process. Taskforce members are Jing Luan, Patty Dilko, Barbara Christensen, Harry Joel, Ulysses Guadamuz, Teeka James and Richael Young. Ms. Christensen distributed a proposed new version of Section 2.09 which the taskforce developed. She said some information was reorganized to allow it to flow more smoothly. There is significant amendment of item #4, clarifying the purpose and scope of the District Shared Governance Council. The taskforce also recommends a different consensus building model, with three levels of responses rather than the current five levels, allowing a recommendation to be forwarded to the Chancellor when a simple majority is at any one of the levels. Martin Partlan asked if the proposed revision seeks detailed information on why Council members do not agree on a recommendation. Vice Chancellor Luan said (1) if a simple majority does not agree, the Council would keep discussing the issue, and (2) any member of the Council would also be able to submit a brief statement to go to the Board.

Richael Young noted that on the taskforce's recommended revisions, budget development and ethical standards are removed from the list of items on which the Council advises the Chancellor. Patty Dilko said that in the revised version, ethical standards are not listed separately because they are a Board policy and would be included in the "Board policies" section. Dr. Dilko said budget development was placed within the purview of the Council before the Budget and Planning Committee was formed. This committee is a subcommittee of the Council and should be reporting directly to the Council. Vice Chancellor Luan said that District Chief Financial Officer Kathy Blackwood has been informed of the proposed change; she reports that the Budget and Planning Committee would stand ready to provide regular updates to the Council.

Vice Chancellor Luan asked Council members to take the proposed revision of Section 2.09 to their constituencies and bring their comments and recommendations to the next Council meeting. He said there is some urgency to act because of accreditation recommendations. He added that the policy is a living document which could come back for revisions if needed. Teeka James reminded the Council that the constituencies have already seen the revised consensus building model but not the section on the purpose of the Council.

Ms. Christensen said that half of Rules and Regulations Chapter 6 has been revised and reviewed by the District Academic Senate and is scheduled to be brought to the Board of Trustees for approval on September 24. She said the proposed revision should have been brought to the Council as information and asked if the Council would agree to receive the document via email; it was agreed that Vice Chancellor Luan would send it. Teeka James asked for a summary of the changes. Dr. Dilko said there are Title 5 changes, deletion of obsolete policies and splitting of some policies. Dr. Dilko said that in proposed revisions to Rules and Regulations, District procedures, e.g., how to implement policies, will be moved from Rules and Regulations to Policies and Procedures.

Ms. Christensen said that the Board of Trustees approved a plan to regularly review Rules and Regulations and revise as necessary. As revisions are proposed, she will present them to the Co-Chairs of the Council to seek advice on whether they should come to the Council as advisory or informational.

### District Strategic Planning Update

Vice Chancellor Luan reported that the draft Strategic Plan is being reviewed and commented upon at each of the Colleges. Each College conducted an open forum and Skyline will have a second one. The District Strategic Planning taskforce, chaired by Vice Chancellor Luan and Dr. Dilko, discussed the Plan with the Council and then made a presentation to the Board of Trustees in June 2008. The Plan will be presented to the Board for first reading at the October 29 Board meeting and will be presented for approval in November.

The Council will be asked to review the continuing planning process for the next accreditation cycle; Vice Chancellor Luan will add this as a link on SharePoint.

Richael Young asked how often the Colleges revise their Strategic Plans. Dr. Dilko said each College is on a different schedule. Reports on the College Strategic Plans will be made to the Council.

### Closing Remarks

Richael Young asked where there is access to minutes of prior meetings. Dr. Dilko said they are on SharePoint and also on the Council website: <http://www.smccd.edu/accounts/smccd/committees/dsgc/>.

### Agenda Building

Vice Chancellor Luan said there is a tentative plan to provide an update on the District Strategic Plan at the October meeting.

### Adjournment

The meeting was adjourned by consensus at 3:30 p.m.