

**District Shared Governance Council (DSGC)**  
**May 7, 2007**  
**Minutes**

**Members Present:**

Adolfo Leiva	Charles Jones
Jeremy Ball	Nick Kapp, Co-chair
Carla Campillo	Cassie Kitchens
Georgia Clark	Jing Luan, Co-chair
Alain Cousin	Jane McAteer
Sebastian Grillo	Stephanie Samuelsen
Jeanne Gross	Richael Young
Ulysses Guadamuz	

**Guest:**

Kathy Blackwood
Jan Roecks

Council Co-chair Jing Luan called the meeting to order at 2:18 pm. He thanked everyone for coming to make a quorum. Jing Luan suggested that while we have quorum, we would move on the action items.

***ACTION***

**Review and Approval of Minutes from March 5<sup>th</sup> and April 16<sup>th</sup> Meetings**

Jing gave the members time to review the minutes. Alain Cousin questioned the statement on page 2, under Parking Fees & Student Health Services Fees, second paragraph, *Kathy Blackwood stated that the VPSS's have taken this to their Student Bodies; CSM students are opposed, Skyline and Cañada are OK with this.* Alain was told by the Cañada President and Representatives that they do not approve the parking fee increase. Kathy replied, at that time this is what she was told and it may have changed after this was stated.

After reviewing the minutes, Jane McAteer moved to approve the March 5<sup>th</sup> minutes as amended; Sebastian Grillo seconded the motion. The motion passed with 9-Ayes, 0-Opposed and 3-Abstentions. Those abstaining were not present at the March 5th meeting.

The motion was made by Sebastian Grillo to approve the April 16<sup>th</sup> minutes as amended; Carla Campillo seconded the motion. The motion passed with 7-Ayes, 0-Opposed and 5-Abstentions. Those abstaining were not present at the last meeting.

Co-chair Jing Luan asked those attending to introduce themselves to the two new members and visitors. He then stated that he had asked the council members to share with their constituent groups the information from last meeting regarding the parking fee and student health services fee proposals. For the members who were not present, Jing Luan emailed the proposals to all council members and explained there was a first reading and these would come back to our next meeting for a second reading and approval vote.

## **Second Reading and Approval:**

### **1. Recommended Parking Fees Change**

Jing asked for a motion to approve the recommended parking fee change. It was moved by Ulysses Guadamuz and seconded by Jane McAteer to hold a discussion first. Alain Cousin passed out a statement on the position to oppose the increase to student parking fees, which was presented and discussed by the Associated Students College of San Mateo. He summarized the statement with the following key points:

- The District has stopped enforcing the collection of student fees in a timely matter.
- The District has promised multiple improvements to parking facilities that could be paid with bond money.
- It is unclear as to whether the last increase has been adequately utilized.
- Parking funds are being used for the security of buildings.
- The increase in fees could decrease enrollment.
- There has not been adequate time or research devoted to this fee increase.

Alain also stated that he has discussed this with Cañada and they are also opposed to the increase. Cassie Kitchens stated that at first the students thought the increase would be a good idea but after discussions at the Associated Students meeting, the following concerns were brought up:

- It would detract from holding community events where visitors would have to pay higher fees.
- If the parking fee was lower than surrounding schools, it may draw students to Cañada.

Jeanne Gross reported that those at the Cañada College Council meeting felt that not enough information had been communicated on how the increase would be tied to security. The students at this meeting were not entirely opposed to the increase, but would like to see the funds go directly to the increase of security and maintenance in the parking lot.

Chief Financial Officer Blackwood stated that the parking fund consists of parking revenues from parking permits, parking fines and parking for special events. Only a portion of security is paid, when it is reasonably associated with the parking lot, not the buildings. Only a portion of the facilities is paid which includes lighting and water for the grounds around the lot.

Kathy also stated the following:

- The District has recently imposed more stringent methods for collect fees from students including collections.
- It has been 5 years since there has been a parking fee increase.
- The proposed increase is to cover the deficit that all 3 colleges have. It is not going to provide additional services.
- This fund is audited and restricted by the state.
- Don't know if this will effect enrollment
- The bulk of the expenses in the parking fund pay the staff. Enrollment has decreased while staff expenses have gone up.
- Bond money is used for most maintenance in the parking lot.

Alain Cousin thanked Kathy Blackwood for bring up excellent points, but these were not presented to the students. Alain Cousin and Sebastian Grillo agreed that when this information was presented to them, there were no line items and they couldn't see a breakdown of what was being paid from the parking fund or the general fund. They believe that there has not been enough time to think about this, analyze the increase and what effect it will have.

Council Co-chair Nick Kapp suggested that because this council only meets once a month, if the students had asked for clarification before this meeting, additional information could have been provided and questions could have been answered.

Alain Cousin responded by saying that due to the Brown Act, the Student Senate meets weekly and could not have formed a new position until today. CSM opposes the fee increase 100%. Sebastian stated that they don't want any more increases.

Council Co-chair Jing Luan asked if there was any other input for this item. It was time to take a consensus vote. Consensus is reached if no members are at level "E". If a member has strong reservation regarding a recommendation, a minority report will be included in the report to the Chancellor and the Board of Trustees.

After discussing the issue, Jeremy Ball asked the Students if they are in a position today, after having received answers to their questions, could they express a "D" vote which could be taken forward to the Board with a minority report opposed to not being able to send the recommendation at all.

Nick expressed the same opinion. He would rather it go to the Board with a minority report for discussion rather than become a dead issue. It has taken a long time to make sure that issues like this go through the District Shared Governance Committee.

Alain Cousin asked if there could be a brief recess to confer with his fellow students. Presently, he will be choosing "E".

The Co-chairs agreed to give the students a few minutes to caucus.

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The students returned and the meeting was reconvened. The positions were taken representing their constituency group.

Jane McAteer	Abstained
Stephanie Samuelsen	D
Ulysses Guadamuz	D
Charles Jones	D
Cassie Kitchens	D
Carla Campillo	B
Adolfo Leiva	B
Jeanne Gross	C
Georgia Clark	D
Jeremy Ball	C
Alain Cousin	E
Sebastian Grillo	E
Richael Young	D
Nick Kapp	B
Jing Luan	B

Alain and Sebastian both chose “E” – (I cannot support the recommendation). Nick suggested that we discuss it further and then they take it back to their constituency groups to discuss further and see if they would change their minds.

Alain Cousin tried to call his student representatives to explain the consensus building procedure and what the actual difference between a “D” and “E” vote would mean. He was told by his President, who asked the student representatives. They said they would absolutely not change their position until there was more information.

Kathy will take this proposal to the Chancellor to get his recommendation and explain what happened at this meeting. The Chancellor may send it back to the Shared Governance Council until a consensus is reached or submit it to the Board for approval without recommendation from this Council. She also stated if we don’t raise this fee, the deficits at Skyline and CSM will continue to get deeper and Cañada will cut something to fund it. This will come out of the general fund for service that we provide.

The council members continued to discuss different options. Nick explained again how this is a consensus group and we must continue to talk about it until everyone agrees. The main concern is that the Board may act upon this proposal without recommendation coming from the Shared Governance Council and Council members will not be able to voice their opinion as they would with a “D” position.

Alain expressed that he would really like to change his vote but he feels that he is empowered to be a voice for the student group. Cassie asked if this is really in the best interest of the students.

If approved the recommendation would be presented to the Board at the June 27<sup>th</sup> meeting.

On May 21<sup>st</sup>, the council will return to revisit the recommended parking fee change. Votes will be heard from Louis Padillo, Sebastian Grillo, Alain Cousin and Jane McAteer. All other votes stand.

## **2. Recommended Student Health Services Fees Change**

Jing asked for a motion to approve the student health services fee proposal. All member votes “B” except for 1 abstention.

### ***PROCEDURAL***

#### **Public Comments**

None

### ***DISCUSSION***

#### **DSGC Membership**

To be discuss at the next formal meeting on September 17, 2007. There will probably be a new slate of officers.

## ***INFORMATION***

### **Revision to Board Policy 7.35 Academic Standards**

Vice President Jennifer Hughes is not present so there is no additional information.

### **Accreditation Update – Function Map, District Policies, Board Review Date**

Function map has been review a second time by the Chancellors Council and approved. It is being placed in the college self-studies. On June 13<sup>th</sup>, the 3 colleges will present the self-studies to the Board. Nick Kapp said that the self-studies are online if you would like to review them. They will only be on line until May 18<sup>th</sup>. Alain Cousin brought to the group's attention that all of CSM's was not online. In July, they will seek approval from the Board of Trustees.

### **Developing Protocol for Revising Policies and Procedures**

We are not clear on how the District reviews and revises the Policies and Procedures or Rules and Regulations. Stephanie Samuelsen stated that the purchasing department is regulated by Rules and Regulations. Jennifer Hughes, Barbara Christensen and Jing Luan will develop a protocol to be shared with the District Shared Governance Committee.

### **District Strategic Plan Update – Prospectus & Taskforce**

The District Strategic Plan was sent to President, VPs, Deans, and Academic Senate Presidents. The first taskforce meeting will take place on May 22<sup>nd</sup> during Chancellor Cabinet meeting. Once more information is available, Jing Luan will brief the council.

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

Alain Cousin stated that ASCSM developed another procedure in which the students should have been included in selection procedures. Nick Kapp questioned whether this was presented or approved by ASCSM and asked if Alain Cousin had the supporting documentation. Jing Luan stated that not all committees are required to have students. Cassie Kitchens said that there are different procedures for the union negotiations. Ulysses Guadamuz suggested that this be put on a future agenda.

### **Other**

Nick Knapp would like to see many of your back next year if possible. He stated that it is nice to have a stable group.

Jing Luan would like to review 2.09 when the District Shared Governance Committee reconvenes in the Fall.

The next meeting will be on Monday, May 21<sup>st</sup> – 2pm to 3pm in the Boardroom.