

**District Shared Governance Council (DSGC)**  
**April 19, 2010**  
**Minutes**

**Members Present:** Co-Chair Jing Luan, Linda Allen, Jenny Castello, Denisse Gonzalez, Teeka James, Virginia Medrano Rosales, Marsha Ramezane, Rita Sabbadini

**Members Absent:** Co-Chair Patty Dilko, Diana Bennett, Connie Beringer, Megan Eznekier, Yraes Guerrero, Cliff Heap, Ray Hernandez, Charles Jones, Martin Partlan, Stephanie Samuelson, Steffi Santana, Rene Sully

**Others Present:** Tom Bauer, Kathy Blackwood, Barbara Christensen, Harry Joel, Jeanne Stalker

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

Review and Approval of Minutes

Approval of the minutes from the meeting of April 19 was removed from the agenda because a quorum was not present.

Statements from the Public on Non-Agenda Items

None

Board Policies

Barbara Christensen, Director of Community/Government Relations, said the following suggestions and questions were submitted by DSGC members who are not present:

**1. Policy 3.10, Selection Procedure**

- a. Suggestion to change item #3 as follows:

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with Board policies and procedures ~~regarding- incorporating~~ the Academic Senate's ~~mandated~~ role in local decision making.

- b. Suggestion to change item #8 to reflect that salary placement is determined at the campus level rather than by the Office of Human Resources. Also include a statement that all activities described in this item are performed in accordance with contract requirements. In response, Harry Joel, Vice Chancellor of Human Resources and Employee Relations, suggested the following changes:

~~The Office of Human Resources~~ Campus authorities, in conjunction with the Office of Human Resources, shall determine salary placement for contract and regular faculty, classified staff and managers, and shall prepare all appropriate pre- and post-employment documents. Salary placement and related paperwork for hourly temporary faculty, short-term temporary employees and student assistants are prepared by the appropriate administrator at the College in accordance with collective bargaining agreements.

- c. There was a question about whether AFSCME employees are included in the policy. Vice Chancellor Joel said they are because they are classified employees.

## 2. Policy 7.26, Prevention of Identify Theft in Student Financial Transactions

- a. Suggestion to change the last sentence as follows:

The ~~Chancellor~~ District shall develop procedures to implement an Identity Theft Prevention Program (ITPP) to control reasonably foreseeable risks to students from identify theft.

- b. There was a question about whether language should be included for all types of employees. Ms. Christensen said the policy addresses students because it is required by law.
- c. There was a question about where the policy will be housed and monitored and whether there will be a provision for periodic update. Ms. Christensen said this would be included in procedures rather than in the policy. Vice Chancellor Joel, Chief Financial Officer Kathy Blackwood and Chief Technology Officer Frank Vaskelis will collaborate to develop the procedure.
- d. Comments/questions from DSGC members present:

Ms. Allen noted that too often, Family Educational Rights and Privacy Act (FERPA) requirements are ignored and student information is left on desks or in other places where it is easy to see. Ms. James asked how the requirements can be enforced. CFO Blackwood said it is important that employees be educated and that everyone be watchful and aware. Vice Chancellor Luan said this issue should be addressed in the procedure.

Ms. Christensen said the suggested revisions will be made to these two policies and they will come back for approval by DSGC at the May 3 meeting.

Ms. Christensen said policies 6.24, Articulation, and 6.45, Field Trips and Excursions, were approved by the District Academic Senate and are presented to DSGC as information only.

Policy 6.24 is new and was suggested by the Community College League of California Policies and Procedures Service to which the District subscribes. Professor James asked if there is a review process that takes place when the CCLC Service forwards new policies and/or revisions. Ms. Christensen said they are reviewed by the appropriate groups at the Colleges and District. She added that the updates specify whether the additions and revisions are legally required or only suggested.

Ms. Christensen said the following change was suggested in item #6 of Policy 6.45:

Students, **faculty** and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

Ms. Christensen said this wording is consistent that in other policies and the change will be incorporated.

Noting that item #7 states that no student shall be prevented from taking a required field trip because of insufficient funds, and that the Colleges shall coordinate efforts of community service groups to supply funds for students in need, Ms. Allen asked if the cost must be covered for these students if no community groups provide funds. CFO Blackwood said the law mandates covering the cost only for required field trips.

### District/College Budget Update

CFO Blackwood said that since the Governor released his proposed budget in January, which included a \$20 billion shortfall, the Senate and Assembly have been holding budget hearings. The hearings are

nearly completed and there are many contradictory bills. Proposed changes will be seen when the Governor releases the May Revise in mid-May. CFO Blackwood said that while the Governor had projected that California would get \$8 billion from the federal government, that amount will be less than \$1 billion.

Although community colleges will likely have to look at fee increases, a bill has been introduced to limit increases at all three levels of higher education, including (1) limiting increases to 5% per year and (2) not allowing fee increases for students already enrolled.

CFO Blackwood said the District Budget Committee has just released the latest set of assumptions which will be used for the next year; they include:

- no growth
- no COLA
- fee increase to \$32/unit
- 10% increase in the number of students who receive Board of Governors (BOG) awards

CFO Blackwood said that 400 fewer students than last year will be funded because the goal for 2009-10 was set above the funded cap. Vice Chancellor Luan said the District currently is serving 1,600 FTES for whom it receives no State money. Dean Ramezane questioned the continuation of high school current enrollments as enrollment becomes more competitive. CFO Blackwood said this group has last priority for registration. Vice Chancellor Luan said the Chancellor's Cabinet reviewed the proposal of limiting concurrent enrollment to only 11<sup>th</sup> and 12<sup>th</sup> graders, but decided against it because the number of 9<sup>th</sup> and 10<sup>th</sup> graders is small, research did not support the concern, and the District needs to maintain its relationship with the high schools. There was discussion about how well concurrently enrolled students perform, with members reporting differing results. Dean Castello said it is important to concentrate on the core mission of serving students for transfer, vocational and basic skills.

CFO Blackwood said the Districtwide goal for 2010-11 was to cut 10% of site allocations. She said it is likely that cuts can be kept at this level, in part because it is projected there will not be mid-year cuts from the State and money that the District set aside for mid-year cuts can be used to offset the anticipated \$1.7 million Districtwide deficit. The District will probably still face cuts for 2011-12 as fixed costs increase but there is no growth or COLA.

Professor James asked if the District is going ahead with a parcel tax measure. CFO Blackwood said it is but if it passes, there will be an immediate lawsuit filed regarding the senior exemption. If successful, the measure would bring in \$6 million per year.

Vice Chancellor Luan said a second May meeting of DSGC is planned for May 17 to get an update on the State budget.

#### U.S. Congress H.R. 4127 and College Bookstores

Tom Bauer, Director of Auxiliary Services, reported on the provisions of the Higher Education Opportunity Act of 2008 which affect college bookstores. The new regulations will take effect on July 1, 2010. Section 11, Textbook Information, states:

“The purpose of this section is to ensure that students have access to affordable course materials by decreasing costs to students and enhancing transparency and disclosure with respect to the selection, purchase, sale and use of course materials. It is the intent of this section to encourage all of the involved parties, including faculty, students, administrators, institutions of higher education,

bookstores, distributors, and publishers, to work tougher to identify ways to decrease the cost of college textbooks and supplemental materials for students while supporting the academic freedom of faculty members to select high quality course materials for students.”

Mr. Bauer discussed specific provisions and provided a printed summary, a copy of which is attached to the official minutes of record.

#### District Strategic Planning Visioning

Vice Chancellor Luan said we are faced with a challenging era and it is important for the District and the three Colleges to think about a common vision, e.g. how we see ourselves ten to twenty years from now. The District Strategic Planning Committee engaged an experienced external facilitator to help with the visioning process. At its first meeting with the facilitator, Committee members shared thoughts and ideas, including:

- why have a vision
- who we are
- what is unique about us
- what are our values – relationship building, being inclusive and creative
- how to get where we want to be

Vice Chancellor Luan will provide further updates after more sessions are held. Professor James asked if the vision will be shared. Vice Chancellor Luan said it will be shared with various groups and that forums will probably be held.

#### Closing Remarks

None

#### Statements from Council Members/Agenda Building

None

#### Adjournment

The meeting was adjourned by consensus at 4:09 p.m.







## HEOA 2008

### **“(e) AVAILABILITY OF INFORMATION FOR COLLEGE BOOKSTORES.—**

*An institution of higher education receiving Federal financial assistance shall make available to a college bookstore that is operated by, or in a contractual relationship or otherwise affiliated with, the institution, as soon as is practicable upon the request of such college bookstore, the most accurate information available regarding—*

- “(1) the institution’s course schedule for the subsequent academic period; and*
- “(2) for each course or class offered by the institution for the subsequent academic period—*

*“(A) the information required by subsection (d)(1) for each college textbook or supplemental material required or recommended for such course or class;*

*“(B) the number of students enrolled in such course or class; and*

*“(C) the maximum student enrollment for such course or class.*

**“(f) ADDITIONAL INFORMATION.—***An institution disclosing the information required by subsection (d)(1) is encouraged to disseminate to students information regarding—*

*“(1) available institutional programs for renting textbooks or for purchasing used textbooks;*

*“(2) available institutional guaranteed textbook buy-back programs;*

*“(3) available institutional alternative content delivery programs; or*

*“(4) other available institutional cost-saving strategies.*

**“(g) GAO REPORT.—***Not later than July 1, 2013, the Comptroller General of the United States shall report to the authorizing committees on the implementation of this section by institutions of higher education, college bookstores, and publishers. The report shall particularly examine—*

*“(1) the availability of college textbook information on course schedules;*

*“(2) the provision of pricing information to faculty of institutions of higher education by publishers;*

*“(3) the use of bundled and unbundled material in the college textbook marketplace, including the adoption of unbundled materials by faculty and the use of integrated textbooks by publishers; and*

*“(4) the implementation of this section by institutions of higher education, including the costs and benefits to such institutions and to students.*

**“(h) RULE OF CONSTRUCTION.—***Nothing in this section shall be construed to supersede the institutional autonomy or academic freedom of instructors involved in the selection of college textbooks, supplemental materials, and other classroom materials.*

**“(i) NO REGULATORY AUTHORITY.—***The Secretary shall not promulgate regulations with respect to this section.’’*

**(b) EFFECTIVE DATE.—***The amendment made by subsection (a) shall take effect on July 1, 2010.*

The Higher Education Act (HEA) was originally passed in 1965. The act is subject to reauthorization periodically. The Higher Education Opportunity Act (HEOA) of 2008 is the most recent reauthorization. Section 112 is one of the Amendments in HEOA and is now Section 133 of the HEA.