

District Shared Governance Council (DSGC)
December 6, 2010
Minutes

Members Present: Co-Chair Jing Luan, Donna Bestock, Peter Bruni, Jennifer Castello, Sandra Stefani Comerford, Heidi Hansen, Fermin Irigoyen, Teeka James, Charles Jones, Martin Partlan, Rita Sabbadini, Stephanie Samuelsen, Darnell Spellman

Members Absent: Co-Chair Ray Hernandez, Vivian Abellana, Diana Bennett, Kathy Fitzpatrick, Raymond Parenti-Kurtila

Others Present: Barbara Christensen Director of Community/Government Relations, and Harry Joel, Vice Chancellor, Human Resources and Employee Relations

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

It was announced that Heidi Hansen is replacing Patiane Gladstone as the at-large student representative.

Review and Approval of Minutes

It was moved by Dean Bestock and seconded by Mr. Spellman to approve the minutes of the meeting of November 1, 2010. The motion carried, all present voting "Aye."

Statements from the Public on Non-Agenda Items

None

Board Policies

Barbara Christensen, Director of Community/Government Relations, said there were minor changes to the following policies:

- 3.30, Pay Period for Faculty
- 3.35, Payroll Deductions (Faculty)
- 3.50, Suspension and Dismissal
- 4.35, Payroll Deductions (Classified)
- 5.10, Managers: Employment and Reassignment
- 5.20, Academic Supervisors: Employment and Reassignment

Vice Chancellor Joel said that in policy 3.35, the phrase "hired after April 1, 1996" must remain in item 3 in order to accurately reflect the law.

Also in policy 3.35, Professor James pointed out that item 4(a)(6) is incorrect because agency fee shops are not required to obtain written authorization in order to deduct fees. Ms. Christensen suggested that this item be removed from the list of items describing deductions which are made when an employee provides written authorization; instead, it will be a separate item stating the following: "Dues or agency fees required by the collective bargaining unit represented by the American Federation of Teachers (AFT), Local 1493 and dues in any local or Statewide professional organization shall be deducted from the employee's paycheck." The same change will be made in policy 4.35 for classified staff.

Professor James asked for clarification of item 7 in policy 5.10. Professor Partlan said the intent is to follow the retreat provision in the Education Code.

After this discussion, Vice Chancellor Luan called for consensus polling on the above specified six policies, with the amendments as noted. Each had unanimous polling at the (a) level of the consensus model (“I support the recommendation completely”) and these policies will be forwarded to the Board of Trustees for approval.

Ms. Christensen said policy 5.15 is a new policy covering non-represented employees and is exactly like 3.15 for certificated employees and 4.15 for classified employees. Dean Bestock pointed out that item 3 erroneously refers to “all continuing classified employees.” Ms. Christensen said this will be changed to “all continuing academic supervisors and managers.”

Professor James noted that the requirement in policy 5.15 that employees continue to submit evidence of freedom from active tuberculosis by means of a tuberculin skin test or chest x-ray is not strictly enforced. Vice Chancellor Joel said it must be in the policy because it is required by law. He said he will work on putting a system in place to comply with the law. Professor James asked if students are required to be tested; Vice Chancellor Joel said they are not.

Polling on policy 5.15, as amended, resulted in all members at the (a) level and the policy will be forwarded to the Board of Trustees for approval.

Ms. Christensen said consideration of policies 2.13 and 2.28 was withdrawn at an earlier date at the request of AFT. County Counsel received a letter from Robert Bezemek, AFT’s attorney, stating that agreement had been reached on these two policies. Professor James said the portion of the letter read by Ms. Christensen was initially in the letter to illustrate the fact that the District was in fact negotiating the board policies, though the District claimed to not be negotiating but rather just in friendly conversation. Professor James said she was waiting to hear from the AFT representative that the changes shown in the policies as presented accurately reflect the changes agreed upon by AFT and the District. Mr. Spellman said he believed the policies are accurate based on the letter from Mr. Bezemek and he sees no reason not to move forward to consensus polling. Professor James said she sees no problem moving forward, but if the attorney says the policy does not reflect the agreed upon changes, she would ask that it be looked at again. Vice Chancellor Luan called for polling on policy 2.13. Nine members were at the (a) level; two members were at the (b) level (“I support the recommendation with reservations”) and one member abstained. Since at least 60% of members present were at one level, the policy will be forwarded to the Board of Trustees for approval.

Vice Chancellor Luan called for polling on policy 2.28. Eight members were at the (a) level; two members were at the (b) level and two members abstained. Since at least 60% of members present were at one level, the policy will be forwarded to the Board of Trustees for approval.

Ms. Christensen said policy 6.60 is within the purview of the District Academic Senate. The policy was reviewed and approved by the Senate and is presented to DSGC for information only.

Ms. Christensen said there are five additional policies which were withdrawn at the request of AFT and are being discussed by AFT and the District. Ms. Sabbadini asked if these policies will be brought to DSGC for further discussion after agreement is reached. Ms. Christensen said that if there are changes, the policies will be disseminated to DSGC members to share with their constituencies and brought for approval at a subsequent meeting.

Ms. Christensen said Chapter 8 policies are being reviewed and will be brought to DSGC for first reading at the next meeting.

Clarification of Consensus Building Process

Dean Bestock said that at the last meeting, she observed that DSGC was not using a consistent procedure and common vocabulary and she suggested that procedures that will allow the group to move more expeditiously be considered. She met with Vice Chancellor Luan and Professor Hernandez and they agreed that DSGC

would benefit by receiving advice from someone with parliamentary expertise. Professor Hernandez contacted the State Academic Senate and was put in touch with a professional parliamentarian who is willing to conduct training. DSGC members agreed that training would be beneficial. Those participating in the training will be Vice Chancellor Luan, Professor Hernandez, Dean Bestock, Ms. Christensen and County Counsel. DSGC members will be briefed after the training.

Accreditation Delineation of Function Review

Vice Chancellor Luan said that in 2007, a Function Map was developed and was reviewed by DSGC and approved by the Chancellor's Council. The Function Map illustrates how the Colleges and District manage the distribution of responsibilities by function, e.g. every accreditation standard and substandard is delineated as a college function, district function or shared function. Following the 2007 accreditation site visits, one of the recommendations from ACCJC was that the District and Colleges should have a process to evaluate the delineation of functions on a regular basis and that the findings should be distributed widely. A Delineation of Functions Review Committee was formed to guide the evaluation activities. The members of the Committee are Ray Hernandez, Jennifer Hughes, Jing Luan and Gregory Stoup. In spring 2010, the Colleges reviewed the Function Map to examine whether any changes were needed. Vice Chancellor Luan distributed a summary of the findings from this review. The findings are being distributed at all levels on the campuses and at the District. Dean Stefani Comerford asked if the change recommended by CSM was made. Vice Chancellor Luan said it will be made pending review by the Chancellor's Council. He said the document will be brought back to DSGC after another round of review is conducted. Professor Partlan said the document being circulated by Mr. Stoup at Cañada includes the actual Function Map rather than the summary only, and asked that this be included when it is brought back to DSGC. Mr. Jones asked if there is an electronic version. Vice Chancellor Luan said there is and he will post it. Dean Stefani Comerford asked when the next review will take place. Vice Chancellor Luan said it will be in spring 2013. The next accreditation visit will be in fall 2013.

District Strategic Planning Update – Visioning

Vice Chancellor Luan said the District Strategic Planning Committee has developed a draft Visioning Statement and it was sent out for feedback. After the Committee meets next Monday and makes any necessary revisions, Vice Chancellor Luan will send a draft to DSGC members, which they should share with their constituencies. The final Visioning Statement will come to DSGC for approval and then to the Board of Trustees. Dean Stefani Comerford said that the draft statement includes lifelong learning but budget cuts were made in this area. Vice Chancellor Luan said some lifelong learning courses are now in Community Education. Professor Partlan said it is important to note that the statement aims at a vision rather than what is currently being done. Professor James said the statement refers to the San Francisco Peninsula and the Bay Area, and she would like to see San Mateo County named. Vice Chancellor Luan will bring this up at the Committee meeting.

Closing Remarks

Vice Chancellor Luan wished everyone a happy holiday.

Statements from Council Members/Agenda Building

Professor James said that if policies are agreed upon by AFT and the District and are sent to DSGC in January, there might not be time to share them with constituencies before the February 7 DSGC meeting. She said that if it is necessary to ask for approval in February, the policies should be sent out as soon as possible. She added that it would be preferable to ask for approval at the March meeting so that DSGC members will not have to work over the winter break. She also noted that not all student members have seen the policies before because of turnover on the Council.

Adjournment

The meeting was adjourned by consensus at 3:25 p.m.