

District Shared Governance Council (DSGC)
December 1, 2008
Minutes

Members Present: Co-Chairs Patty Dilko and Jing Luan, Linda Allen, Connie Beringer, Lessandro De Sousa, Darne Duckett, Megan Eznekier, Mauricio Flores Hernandez, Ulysses Guadamuz, Ray Hernandez, Teeka James, Adolfo Leiva, Virginia Medrano Rosales, Martin Partlan, Marsha Ramezane, Stephanie Samuelson

Members Absent: Diana Bennett, Jeanne Gross, Laura Saxton

Others Present: Barbara Christensen

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

Review and Approval of Minutes

It was moved by Mr. Guadamuz and seconded by Ms. Allen to approve the minutes of the meeting of November 3, 2008. The motion carried, all members voting "Aye."

Public Comments

None

Discussion of the Order of the Agenda

The Council agreed to move "District Board Policy" to be first on the agenda and also to add discussion of two new policies in Chapter 1 of District Rules and Regulations.

District Board Policy: Addition of 6.04 Minimum Class Size Guidelines; 6.14 Course Prerequisites and Other Limitations on Enrollment; 6.16 Standards of Scholarship; and 6.20 Probation, Dismissal, and Readmission; and Deletion of 6.08 Small Class Guidelines

Barbara Christensen, Director of Community/Government Relations, explained that new Section 2.09 requires that all Rules and Regulations changes come to the Council; some will be for approval and others for information. The proposed changes brought today are under the purview of the Academic Senate and are presented to the Council for information. Professor Dilko said Chapter 6 has been broken into three sections and the proposed revisions are from the first section. Ms. Christensen, Vice Chancellor Marilyn McBride and Paula Anderson worked on the revisions and compared them against the Community College League of California (CCLC) Policy and Procedures Service to make sure all regulations are met. They sent drafts to the College Academic Senates for review and the Senates have approved the revisions.

In item 3 of Section 6.04, it was agreed to change the word "less" ("Certain classes with enrollments of twenty (20) or *less*. . .") to "fewer." Noting that Section 6.14 states "all prerequisites, co-requisites and advisories shall be reviewed every six (6) years," Mr. Guadamuz asked why this time frame was chosen. Professor Dilko said Title 5 specifies the six year period but there is no reason they cannot be reviewed more often and, in fact, they are reviewed every time a class is revised.

Professor Dilko said the revisions will be brought to the Board of Trustees for approval on December 10.

District Board Policy: Addition of 1.00 The San Mateo County Community College District and 1.01 District Mission

Ms. Christensen said the items in this section are not required but are highly recommended by the CCLC. Professor James and Ms. Allen expressed concern that there are no stated consequences for violation of item 2,

prohibiting persons from using the name of the Colleges or District under certain circumstances. Professor Dilko said due process would be followed, with the first step being to bring the policy to the employee's attention. Ms. Christensen said the policy is meant to prevent unauthorized use of the District or College names as outlined in the proposed policy, and an employee could ultimately be sued if he/she persists after having been notified of the policy. Ms. Christensen asked if DSGC members would prefer that the policy not be taken to the Board at the December 10 meeting in order to allow more discussion. Professor Hernandez, Professor James and Ms. Allen agreed this would be helpful. Professor Dilko asked Ms. Christensen to clarify if there is a current policy regarding due process. Professor Dilko said Section 1.00 was brought as an information item because it was considered non-controversial but will be brought back for deliberation. Mr. Leiva asked if the constituent groups should provide input on the issue; Vice Chancellor Luan said they should and that DSGC members should remember that they will be speaking on behalf of their constituents.

Professor James raised the separate issue of political displays on District property, citing the case of a faculty member who was threatened with jail time for not removing a poster from an office door. Ms. Christensen said it is in the law that employees cannot use District resources to campaign for or against a candidate or issue. She said the District received a complaint from a student about a political poster on the office door and had to respond. Ms. Christensen sent an email to all District employees regarding the use of District resources; however, the employee did not remove the poster. Another complaint was received the day after the November 4 election and the complainant was informed the rule was no longer applicable. Ms. Christensen said it was County Counsel's interpretation that displaying a poster on an office door is using District resources. Professor James said there is disagreement on this point. Professor James asked if this issue is one that DSGC might discuss and Professor Dilko said it is.

Ms. Christensen said Section 1.01 District Mission is also not required but highly recommended by the CCLC. Professor Dilko said the District mission statement was revised in 2006-07 and is placed in this new policy as reviewed by DSGC and approved by the Board of Trustees.

Report from the District Committee on Budget and Finance

Executive Vice Chancellor Jim Keller said revenue sources are not coming in as planned and the State's finances are dismal. The State Legislature was called into special session to consider the Governor's proposal to address the crisis by making up one-half of the deficit through revenue increases and the other half through budget cuts. The proposal did not pass. There are now 25 new legislators but Democrats are still short of a two-thirds majority, so a new special session may have a similar result.

The District is looking at a \$6-7 million shortfall. Chief Financial Officer Kathy Blackwood has been going to the campuses to talk about preparing for a three to five percent reduction, through either not hiring or unfunding positions. Vice Chancellor of Human Resources Harry Joel will be talking with the collective bargaining units about retirement incentives and voluntary separation incentives. Dean Beringer asked when the incentives and/or managed hiring will take effect. EVC Keller this is a collective bargaining issue so nothing can be announced until agreement is reached. The District and Colleges are also collecting other ideas about how to reduce expenditures. Reductions at the campuses will be decided at the College level. Professor James asked if it is still the District's intention to avoid canceling summer classes. EVC Keller said discussions are targeting consolidation of some classes to one campus during summer school.

On the revenue producing side, the District has been focusing on trying to get the FTES up to a cap and now we are near that cap. EVC Keller and CFO Blackwood will be meeting in Sacramento tomorrow with Eric Skinner, Vice Chancellor of the College Finance and Facilities Planning Division in the State Chancellor's Office, to discuss the importance of local property taxes for the District's health. Property taxes are the most stable form of revenue that supports K-14 education but the State has found ways to extract some of the money for their use. Regarding the Lehman Brothers collapse, the District has hired attorneys to look after its interests. San Mateo County and the County Superintendent of Schools have also retained attorneys. It will probably be many years before any results will be forthcoming.

Facilities and bond planning update

EVC Keller said the District issued all of its bonds in order to take advantage of the interest sitting in the County Pool, in the approximate amount of \$35 million, to augment the building program. The loss of that money, in addition to \$53 million worth of projects lost from State funds, will affect the construction of new buildings and building improvements at the Colleges. Main projects, such as Building 10 at College of San Mateo, Building 5 at Cañada College and two new buildings at Skyline College, will go forward. However, some items such as landscaping might have to be scaled back. Some buildings will have to be used as swing space longer than anticipated and this might affect whether they can be refurbished or razed as planned.

District Strategic Planning Update

Vice Chancellor Luan said the Strategic Plan will be brought to the Board for approval on December 10. The Strategic Planning Taskforce met to discuss feedback from the Colleges and made some revisions, primarily language changes, merging of repeated recommendations and clarifications. Vice Chancellor Luan thanked the Taskforce and recognized DSGC members who served on the Taskforce: Professor Dilko (Co-chair), Professor Partlan, Mr. Guadamuz, Mr. Leiva, Mr. Flores Hernandez, and former DSGC member Carla Campillo. Professor James asked where the document can be viewed after approval; Vice Chancellor Luan said it will be widely publicized.

Closing Remarks

No meeting is scheduled for January; the next meeting will be on February 2, 2009.

Agenda Building

Vice Chancellor Luan said a report on accreditation could not be provided at this meeting because the Commission has not yet given feedback to the Colleges. An update will be provided when information becomes available.

Professor Partlan requested that information on budget cuts be placed on the agenda, specifically where the District plans to make cuts. Professor Dilko said she will ask Chief Financial Officer Kathy Blackwood to include this in her next report.

Adjournment

The meeting was adjourned by consensus at 3:50 p.m.