

**District Shared Governance Council (DSGC)  
May 3, 2010  
Minutes**

**Members Present:** Co-Chairs Jing Luan and Patty Dilko, Linda Allen, Diana Bennett, Connie Beringer, Jenny Castello, David Feune, Denisse Gonzalez, Ray Hernandez, Teeka James, Virginia Medrano Rosales, Martin Partlan, Marsha Ramezane, Rita Sabbadini, Stephanie Samuelsen (via telephone), Jeanne Stalker

**Members Absent:** Yraes Guerrero, Cliff Heap, Steffi Santana, Rene Sully

**Others Present:** Kathy Blackwood, Mike Celeste, Barbara Christensen

The meeting was called to order at 2:11 p.m.

Review and Approval of Minutes

It was moved by Professor Bennett and seconded by Dean Beringer to approve the minutes of meeting of March 1, 2010. The motion carried, with eleven members voting “Aye” and three abstentions.

It was moved by Ms. Sabbadini and seconded by Ms. Allen to approve the minutes of the meeting of April 19, 2010. The motion carried, with twelve members voting “Aye” and two abstentions.

Statements from the Public on Non-Agenda Items

None

Board Policies

1. Policy 3.10, Selection Procedure

Professor James asked if the policy is changed to require duplicate sets of files to be kept at the College and the District Office of Human Resources. Ms. Christensen said no procedures have changed; the policy as amended reflects current practice.

Vice Chancellor Luan called for a poll on approval of the proposed amended policy 3.10. The vote was unanimous at the “a” level (“I support the recommendation completely”). Therefore, the proposed policy will be presented to the Board of Trustees for approval at their next meeting.

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

Hearing no questions or comments, Vice Chancellor Luan called for a poll on approval of the proposed new policy 7.26. The vote was unanimous at the “a” level (“I support the recommendation completely”). Therefore, the proposed policy will be presented to the Board of Trustees for approval at their next meeting.

Ms. Christensen said five or six proposed policies previously were brought to DSGC for approval but were withdrawn because of concerns expressed by AFT. Subsequently, Ms. Christensen and Vice Chancellor Harry Joel met with AFT representatives and there was agreement on changing some wording. Ms. Christensen will forward these amended policies to DSGC members and, if members can present them to their constituencies in time, will ask for approval at DSGC’s May 17 meeting.

### District/College Budget Update

CFO Kathy Blackwood said most of the April receipts for state income taxes are in and the information is not positive; the budget deficit remains approximately \$20 billion. The Governor's May Revise is scheduled to be released on May 14. Executive Vice Chancellor Jim Keller will report on its effects on the District at the May 17 DSGC meeting.

Professor James asked if cutting summer school is a possibility. CFO Blackwood said it is not completely off the table. However, the Board of Trustees was not pleased with Skyline's proposal to cut summer school and directed that the Colleges serve as many students as possible within the resources available. All of the Colleges are examining what they are offering to meet the primary needs of students. Professor Dilko said faculty believes the Colleges should look at which students summer school is serving and consider cutting students coming from the outside.

Vice Chancellor Luan said the parcel tax survey showed that the community is aware of the dire situation and is sympathetic to the District's needs.

### Waterfall Document

Director of Public Safety Mike Celeste said Jan Roecks, Director of General Services, has been working with the Colleges on the Emergency Response Guide. This document is a step-by-step guide on what to do in case of emergency while waiting for emergency responders. The intent is to place the Guide in all classrooms and gathering areas.

Dean Castello suggested that all faculty put discussion of the Guide on the syllabus for the first day of class to point out where the document is and review what to do in case of emergency.

Professor Dilko said that Imperial Valley College is revising its recommendations for response during an earthquake to stay next to desks or tables instead of under them and to not stay in doorways. Mr. Celeste said FEMA's recommendations have not changed and are included in the Guide.

Professor Dilko said she observed large, laminated posters with emergency procedures posted at UC-Berkeley and said they were prominent and easier to read than a multi-page document. Mr. Celeste said he will contact the safety office at UC-Berkeley to get more information.

Professor James said some information in the Guide, such as disruptive students and psychological emergencies, might be more appropriately located in the faculty handbook. Mr. Celeste said the Public Safety Department works with the Health Centers and that the information is for students as well as faculty and staff. Vice Chancellor Luan suggested it is better to err on the side of being comprehensive when deciding what to include.

Professor James said she would like to have training and drills or practices on what to do in emergency situations, and said these should be rotating because people come and go. Professor Hernandez said this can be included in flex activities. Mr. Celeste said Cañada and Skyline have used flex days for practices in response to certain events. Dean Castello said Cañada showed a video of a shooting incident and the response to it at a division meeting. Ms. Medrano Rosales suggested that training should include treatment of disabled students during emergencies.

Ms. Allen said she would like to see mandatory training for all faculty and staff because too many people do not know what to do in emergency situations. Professor James said she would support mandatory training because it is not acceptable that some people know what to do while others do not.

Professor Bennett suggested that online training might be beneficial. Mr. Celeste said training DVDs could be posted on SharePoint and could also be made available to check out.

Mr. Celeste said he or someone from the Public Safety Department will speak to any group which requests a presentation.

#### District Strategic Planning Visioning

Vice Chancellor Luan said the District Strategic Planning Committee has had two meetings on visioning, led by Betty Till, an expert external facilitator. At the first meeting, the Committee shared thoughts and ideas about a District vision. At the second meeting, Vice Chancellor Luan shared other colleges' vision statements and the Committee discussed:

- Should District/College leaders be the ones to have a clear vision?
- District visioning should be timed with the Colleges' visioning processes.
- Visioning should arise from the District's values.

Professor Partlan said discussion points in the meetings included whether the District vision is to inform the Colleges' visions and whether the Colleges have visions which they should work on together.

Vice Chancellor Luan said the Committee agreed to continue the discussions. A draft vision statement will be prepared and shared, perhaps in the fall. Vice Chancellor Luan said the vision statement is meant for outlining how the District sees itself ten to twenty years from now. Co-chair Patty Dilko stated that the vision statement is not a stand-alone document but works with the Mission Statement in the same package with our overall planning efforts.

Professor James asked if the Board of Trustees is involved in the process. Vice Chancellor Luan said they are not involved but will be informed and invited to attend a meeting along with Chancellor Galatolo. Professor James asked if the Board will implement the vision. Professor Dilko said the Board will be asked to adopt the final vision statement. Professor Hernandez said there is consensus among Strategic Planning Committee members that the Chancellor will be included in discussions and he in turn will keep the Board informed.

#### Closing Remarks

None

#### Statements from Council Members/Agenda Building

In response to a question by Professor James, Professor Dilko confirmed that both the budget update and revised District policies will be on the May 17<sup>th</sup> agenda.

#### Adjournment

The meeting was adjourned by consensus at 3:10 p.m.