

**District Shared Governance Council (DSGC)**  
**November 5, 2007**  
**Minutes**

**Members Present:** Georgia Clark, David Feune, Sebastian Grillo, Jeanne Gross, Ulysses Guadamuz, Teeka James, Adolfo Leiva, Jing Luan, Jane McAteer, Martin Partlan, Stephanie Samuelson, Richael Young

**Guests Present:** Barbara Christensen, Nick Kapp, Eugene Whitlock

The meeting was called to order at 2:20 p.m. Vice Chancellor Luan announced that Council Co-chair Patty Dilko is unable to attend today's meeting.

Approval of Minutes

It was moved by Jane McAteer and seconded by Richael Young to approve the minutes of the October 1, 2007 meeting. Jeanne Gross asked that "ACCCA" be added to the first sentence of paragraph 2 on page 3, to read: "Jeanne Gross has reviewed ACCCA codes and found information considered worthwhile." Jane McAteer asked that in the minutes of the September 17, 2007 meeting, "CSM" be added to the first sentence of paragraph 1 on page 2, to read: "Jane McAteer said the CSM Management Council agreed with having a policy. . ." After this discussion, the motion to approve the minutes as amended carried, all members voting "Aye."

Public Comments

None

Discussion

A roster of Council members was passed around and members were asked to confirm or change the constituencies they represent.

Public Safety Policy Draft

Barbara Christensen introduced Eugene Whitlock of the San Mateo County Counsel's Office. Mr. Whitlock distributed a summary of the law regarding video surveillance from the U.S. Department of Justice. Mr. Whitlock said that video cameras may be used in public places unless there is reasonable expectation of privacy, e.g., bathrooms, gymnasium changing rooms, and private offices. He added that there are not many limitations, and cameras may be used in most places on a college campus.

Teeka James asked if tapes could be used to deport students who have sensitive immigration issues. Mr. Whitlock said that if the tapes are kept and the police or other law enforcement subpoena them, they must be turned over. The Council discussed the issue of how long the tapes should be retained. Mr. Whitlock said the length of time the tapes are kept is not a legal issue and is at the District's discretion. Martin Partlan said that since cameras are in place for public safety, there is not a need to retain them for more than 5-7 days. Ms. Christensen said the current draft specifies a three month retention of tapes, which is a reduction from the six months specified in the earlier draft.. Richael Young said she believes that three months is a reasonable length of time to retain the tapes because students often do not report assaults right after they occur, particularly if there is a break in classes.

Ms. Christensen added that if a crime is occurring over a period of time, such as an employee or student stealing money from the cafeteria, it may take some time to discover the crime and, therefore, it would be helpful to be able to look back at tapes over a longer period. Mr. Partlan suggested that tapes from areas in which cashiers are working might be kept for six months. He suggested having a policy on this issue separate from that of security. Teeka James expressed concern about item number 2 in the policy draft, which states that "The District does not intend to use electronic surveillance to monitor employees' work or work habits." She asked if this means the District might actually use the tapes for monitoring employees. Ms. Christensen responded that if criminal activity is observed on tape, the District cannot ignore it and will pursue an investigation. She will add "unless suspected criminal activity is observed" at the end of item number 2 to clarify the intent.

The Council discussed who may review the tapes. Ulysses Guadamuz expressed concern that there are no procedures or processes to follow when not using trained personnel to view the tapes. Ms. Christensen said having procedures is a good idea but not part of the policy.

Stephanie Samuelsen said classified personnel are concerned about the outsourcing of positions. She also noted that in item number 7 of the draft, "Clothing other than the prescribed uniform may be authorized by the Vice President, Student Services" should be changed to ". . . may be authorized by the Dean of Academic Services" for CSM. Vice Chancellor Luan suggested changing the wording instead to ". . . may be authorized by the appropriate administrator." Ms. Christensen will make this change.

Sebastian Grillo noted that there may be a difference between what the eye can see and what the camera will pick up. Mr. Whitlock said it is a question of what is reasonable to expect. In a public library, for example, there is an expectation that what one is viewing on a computer screen may be seen by others and it would be reasonable to expect that it will be seen on tape. Ms. Christensen noted that some cameras have magnification capability and can zoom in on license plates or faces of people entering and leaving the campuses. Mr. Partlan added that three of the cameras have zoom in capability.

Mr. Partlan said that cameras can be a deterrent to crime, but will work only if people know of their presence; therefore, there should be signs in the parking lots regarding the presence of cameras. Ms. Christensen replied that as part of CIP2, there are plans to have more signs. She added that there should also be signs announcing that tapes may be monitored.

Vice Chancellor Luan noted again that the policy draft was brought to the Council for information and asked if Council members are comfortable with the draft being taken to the Board of Trustees. There were no objections. Vice Chancellor Luan acknowledged the time that Council members have spent on this issue, including the preparation work provided by Ms. Christensen.

#### Code of Ethics Update

Barbara Christensen distributed a policy draft which includes the Board of Trustees and administration code, reviewed and approved by them. As the other groups devise their codes, they will be fit in and it will become one policy with a paragraph for each group. Jeanne Gross said the statement adopted by ACCCS is quite long. Ms. Christensen said that if statements are long, they could be added as attachments. It might also be stated that they will be updated regularly, so that they do not have to come back for Board approval with each change.

Richael Young suggested that in the Board of Trustees code, it be added that the Board shall act in the best interests of the community as well as in the best interest of students.

Ms. Young said that, with the assistance of a student advisor, she has drafted a code which will be reviewed by the District Student Council.

Martin Partlan said there is an existing faculty statement which was approved in 1997 and which will be forwarded for inclusion in the policy. The Academic Senate is planning to rewrite the code, but it might not be completed this year. In response to Teeka James' question of whether the AFT will see the rewritten code, Mr. Partlan said all groups will see it.

Ulysses Guadamuz said classified personnel are beginning work on a framework which will be reviewed by all constituencies. Adolfo Leiva said he informed the accreditation team that classified staff are actively working on improving the policy.

Vice Chancellor Luan would like an entire set of statements by February 2008, to be taken to the Board of Trustees for adoption.

Rules & Regs 2.29, Policy on Sexual Assault Education & Prevention

Vice Chancellor Luan said this item needs to be concluded at today's meeting. He asked if there was input from constituencies during the last month.

Teeka James said that items 5 and 6 are repetitive; Barbara Christensen said that item 6 will be eliminated.

Ulysses Guadamuz suggested that in item 5, it be stated that everyone at the District and Colleges will be educated; Ms. Christensen pointed out that this is already stated in item number 2. Mr. Guadamuz believes managers should receive training. Vice Chancellor Luan said that the law specifies that training must be provided. Ms. Christensen will send an email to Vice Chancellor Joel asking when and how training will occur. This will be part of the procedure rather than being specified in the policy. Ms. James noted that managers are the group that is accountable, and counselors and deans should bring all cases to the managers. Managers know how to respond and will act immediately. They in turn can train their staffs rather than requiring training of all staff.

Vice Chancellor Luan asked if there were any objections with the policy going to the Board of Trustees; there were none.

FUTURES Initiative/G-numbers

Vice Chancellor Luan announced that G-numbers will not be included on future brochures. The concurrent enrollment process, including forms, will be revised and will be in place by summer 2008. Martin Partlan asked for assurance that students will go through the normal registration process, including placement, and that no G-numbers will be mailed out. Vice Chancellor Luan affirmed Mr. Partlan's summary.

Teeka James asked why G-numbers had been put on brochures and mailed to students. Vice Chancellor Luan said it was a way to evaluate the success of the marketing program; if a student used a pre-assigned G-number, it was clear the registration was in response to the mailed brochure.

Prerequisites and Granting AP Credits/Degree Audit

Vice Chancellor Luan said that this issue could not be discussed at this morning's Educational Services Council meeting because of another major issue. Vice Chancellor Luan noted that he sent all Council members a copy of the email addressed to all faculty. This is a faculty senate issue and does not need further discussion in the Council.

**Information**Accreditation Visit Update

Vice Chancellor Luan said the recommendations given by the accreditation teams are unofficial, and that the Commission will issue the formal recommendations in January.

District Strategic Planning Update

Vice Chancellor Luan said the data sheets are available on the District website, and he will also send the data sheets to Council members. At its meeting today, the Committee discussed planning assumptions, including information on projected County population growth and number of high school students. Vice Chancellor Luan explained the three steps in strategic planning: data gathering; development of planning assumptions based on the data; and creation of an action plan based on the planning assumptions.

Proposed District Policies, Rules and Regulations Review

Vice Chancellor Luan said the review is still in progress and there is nothing to report at this time.

Draft SMCCCD Distance Education Guidelines (DEAC)

Vice Chancellor Luan distributed three pages of the draft on which there are changes in response to DEAC's suggestions. He will mail additional changes, and the completed distance education plan, as they become available. He noted that this item is for information only and does not require Council approval.

Closing Remarks

None

Agenda Building

None

Adjournment

It was moved Richael Young and seconded by Sebastian Grillo to adjourn the meeting. The motion passed, all members voting "Aye." The meeting was adjourned at 4:09 p.m.