



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE – MESA COLLEGE – MIRAMAR COLLEGE – CONTINUING EDUCATION

DISTRICT GOVERNANCE COUNCIL MINUTES

December 2, 2015

Present: Awan (for Beebe), Beresford, Bocaya, Bulger, Cortez, Dowd, Fremland, Harris, Hsieh, Hubbard, Kovrig, Liewen, Light, Mahler (for Watkins), Manis, McGrath (for Luster), McMahon, Neault, Surbrook, Weinroth, and Chairperson Chancellor Carroll

Absent: Beebe, Luster, Schmeltz, Watkins

Guests: Trina Larson

1. **APPROVAL OF MINUTES**

The minutes of October 21, 2015, were approved.

2. **REVIEW OF BOARD AGENDA**

The agenda for the December 10, 2015, Board Meeting was opened for review by Chancellor Carroll. Each item was discussed and satisfied.

3. **REVIEW OF REVISED BOARD POLICIES & ADMINISTRATIVE PROCEDURES**

Vice Chancellors Surbrook and Neault explained revisions required by the Office of Civil Rights for the following policies and procedures. No questions were raised. The policies will be presented to the Board of Trustees for approval at an upcoming meeting.

- BP 3410 & AP 3410 – Nondiscrimination
- BP 3430 & AP 3430 – Prohibition of Harassment
- BP 3435 – Discrimination and Harassment Investigations
- BP 3105 – Academic Accommodations and Disability Discrimination for Students with Disabilities

4. **STATE BUDGET UPDATE**

Executive Vice Chancellor Dowd reported that there are no new changes to the 2015-16 state budget. She also reported that by January 10th of each year, the Governor must release a Budget Proposal for the next fiscal year. Because January 10, 2016, is a Sunday, it is anticipated that the Governor will release his budget proposal for 2016-17 on Friday, January 8, 2016.

5. **COLLEGE PROMISE CAMPAIGN**

Chancellor Carroll shared information on the “America’s College Promise” campaign, designed to focus efforts towards offering free tuition to responsible students in their first two years of higher education at community colleges across the nation. The SDCCD is hoping to implement a local program. Vice Chancellor Neault handed out a summary of preliminary ideas, including what other community colleges are doing, followed by an analysis of estimated costs to run a similar program at the SDCCD. Chancellor Carroll explained that the District can choose how it participates and asked members to think over ideas and bring back suggestions for further discussion and selection of options.

6. THREAT ASSESSMENT TASK FORCE UPDATE

Vice Chancellor Neault provided a handout showing a plan of action for the task force, including the addition of two College Police officers to the group which will be meeting later this week. Vice Chancellor Manis spoke to concerns regarding door locks, safe zones, badges, panic buttons and callbox technology. He will work on ideas for implementation to include low-impact, low-cost measures for improved safety with a suggested timeline, and come back to share findings.

7. BASIC SKILLS TASK FORCE UPDATE

Vice Chancellor Bulger presented the updated task force members list to the council asking for approval to start with this core group. It was agreed upon, with the possibility of adding other members as needed.

8. DISTRICTWIDE EMPLOYEE COUNTS

As requested by the Classified Senates, Vice Chancellor Surbrook shared his report showing employee count comparisons from September 2008, when budget cuts precipitated a hiring freeze, to September 2015. He indicated that levels were not as low as expected and that they would be increasing with the many new hires taking place. Neill Kovrig asked for more information about specific position allocations and VC Surbrook explained that, with the upcoming implementation of the HCM (Human Capital Management) portion of the new PeopleSoft system, position control will be included so that this kind of information can be easily retrieved.

9. PEOPLESOFT UPDATE

In response to questions raised and discussed at the October 7th DGC meeting related to PeopleSoft, Executive Vice Chancellor Dowd reported that the number of workflow issues for Travel Authorization and Vendor Payments has been greatly reduced. The workflow challenges were primarily due to the fact that not all employees were activated in the Finance module. In January 2016, when the Human Resources module, HCM, goes live, all employees, full and part-time, will be activated into PeopleSoft. When the Student and Instructional Services module, Campus Solutions, is implemented in 2017, the system will be fully integrated. Dr. Dowd reminded everyone that an ERP (Enterprise Resource Planning) database is a dynamic system; therefore, once all functional modules are in the system, IT will work on modifications to the application to make functionalities more user-friendly.

10. PROPOSED PARKING FEE INCREASE

Vice Chancellor Manis handed out a report explaining expenses for parking expansion and required maintenance, as well as a list of budgeted expenses showing the shortfall which has necessitated a five dollar parking fee increase. He showed parking fee comparisons with other San Diego area colleges showing that, even with the increase, the SDCCD still has one of the lowest parking fees.

Adjourned 5:00 p.m.

Chancellor's Office & Board of Trustees