



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

CITY COLLEGE – MESA COLLEGE – MIRAMAR COLLEGE – CONTINUING EDUCATION

DISTRICT GOVERNANCE COUNCIL

February 3, 2016

3:00 p.m. – Room 245

AGENDA

- *1.0 Review Minutes of January 20, 2016
- 2.0 Additional Agenda Items
- 3.0 Review of Board Agenda for February 18, 2016
- 4.0 State Budget Update Carroll/Dowd
- *5.0 Review of Revised AP 7981.1 Manis
- 6.0 Roundtable

*Attachments

BOARD MEETING scheduled: Thursday, February 18, 2016 – 4:00 p.m.
San Diego Miramar College

Next DGC MEETING scheduled: Wednesday, February 17, 2016 – 3:00 p.m.
District Office – Room 245

Visitors and observers are welcome. The District Governance Council (DGC) follows an open process and conducts open meetings. However, because of limited space, we ask that visitors sit in the extra chairs provided against the walls to leave room available at the table for voting DGC members. Your help is appreciated.



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE – MESA COLLEGE – MIRAMAR COLLEGE – CONTINUING EDUCATION

DISTRICT GOVERNANCE COUNCIL MINUTES

January 20, 2016

Present: Arancibia, Beebe, Beresford, Bulger, Cortez, Davis (for Larson), Fremland, Gallagher (for Surbrook), Harris, Hsieh, Hubbard, LeDuc (for Kovrig), Luster, Manis, Maron, McMahon, Neault, Rogers (for Dowd), Watkins, Weinroth, and Chairperson Chancellor Carroll

Absent: Dowd, Kovrig, Larson, Schmeltz, Surbrook

Guests: Kent Keyser, Jim Mahler

1. **APPROVAL OF MINUTES**

The minutes of December 2, 2015, were approved.

2. **REVIEW OF BOARD AGENDA**

The agenda for the January 28, 2016, Board Meeting was opened for review by Chancellor Carroll. Each item was discussed and satisfied.

3. **STATE BUDGET UPDATE**

Chancellor Carroll shared highlights from the Governor's budget proposal for 2016-17, bringing good news for community colleges, including a 0.47% COLA and 2% growth funding with a total increase for the SDCCD of \$18.7 million. She mentioned that some of the funding allocated to the State Chancellor's Office has not yet been dispersed and that districts will compete to receive those funds. She stated that advocacy goals to increase funding will be pursued until the May Revision is released.

4. **ADMINISTRATIVE PROCEDURE 6551**

Kent Keyser, Director of Information Technology, explained the administrative procedure regarding email retention in order to satisfy disaster recovery procedures and because some emails are subject to the same legal procedure rules as hard copy records, emails will be retained for 30 days. The procedure documents the existing process and codifies it to follow policy requirements. After discussion, members were in agreement with the language for this new procedure.

5. **STUDENT SERVICES POLICES AND PROCEDURES**

Vice Chancellor Neault brought two Student Services policies with procedures for review explaining that revisions were made to align with current case law as required by the Office of Civil Rights (OCR). The first was BP 3100 - Student Rights, Responsibilities, Campus Safety and Administrative Due Process. The second was BP 3105 - Academic Accommodations and Disability Discrimination for Students with Disabilities. After discussion, Dr. Neault indicated that notice will be sent to all faculty from DSPS to explain changes to procedures for service animals in the classroom.

6. **STUDENT VOTER REGISTRATION**

Vice Chancellor Neault handed out the proposed schedule of the voter campaign for this year, with events and activities at each of the colleges and Continuing Education, as well as districtwide opportunities for students to register. As suggested, she will add the option for students to mail in their registration along with all of the online and on-campus options.

7. **HCM ABSENCE REPORTING**

Rob Fremland opened discussion about the new human resources system, Human Capital Management. He said that the transition has been smoother than it was with the finance module and attributes the success to improved communications about the process and the system as a whole.

8. **BLASKER FOUNDATION PROJECT**

Chancellor Carroll discussed a proposal from The San Diego Foundation/Blasker Foundation to develop a pipeline for the SDCCD, San Diego State University, and the University of California, San Diego, involving the STEM (Science, Technology, Engineering, and Math) disciplines. Chancellor Carroll asked that each of the presidents submit a brief description of their programs related to the STEM disciplines in preparation for participation in this project.

9. **COLLEGE PROMISE CAMPAIGN**

After initial discussions by the DGC and the Chancellor's Cabinet, Vice Chancellor Neault handed out a summary of preliminary ideas and considerations for an SDCCD College Promise program. Some of the considerations for the pilot program include using a small contingency of local high school graduates and GED completers; requiring a GPA of 2.0 to make it more accessible to those in need; and to construct the program as a last dollar contribution after students have exhausted all financial aid options. Dr. Neault mentioned that the Textbook Affordability Task Force, a subcommittee of the DGC, will meet to discuss strategies for addressing the high cost of textbooks and other instructional materials to augment this program, which is scheduled to go before the Board of Trustees for approval in March. If the pilot is successful, as it has been elsewhere throughout the nation, then the program can be expanded.

Adjourned 4:27 p.m.

Chancellor's Office & Board of Trustees



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

AP 7981.1 BICYCLES, SKATEBOARDS, ROLLER-SKATES, ROLLER BLADES, HOVER BOARDS AND OTHER DEVICES OF SIMILAR NATURE

PURPOSE

1. In order to promote an appropriate educational climate and the safety of college campuses, this procedure specifies the regulations, prohibitions, and control measures concerning the use of skateboards, bicycles, roller-skates, roller blades, hover boards and similar devices on District property.
2. The use of skateboards, roller-skates, roller blades, hover boards and other similar devices is prohibited at all times.
3. Bicycles may be ridden only on roadways and in parking lots. Bicycles may only be walked on pedestrian walkways and within campus/center core areas.
4. Bicycles shall be left, parked, or stored at the owner's risk of loss, only in bike racks or other accommodations designed for bicycle parking, or where designated by the posting of signs indicating the spaces as a "Bicycle Parking Area".
5. The reckless or exhibitionist use of any device is prohibited at all times.

ENFORCEMENT

1. The College Police Department is authorized to enforce this procedure by one or more of the following.
 - a. Issuing verbal or written warnings.
 - b. Issuing Notices to Appear (citations) answerable to the San Diego County Municipal Court which may result in a fine.
 - c. Impounding the devices when necessary. Impounds are mandatory when, in the opinion of the police officer, a device is used in a reckless or exhibitionist manner.
2. The College Police Department will notify the administrator responsible for Student Affairs of all violations of this procedure.
3. Violation of this procedure is subject to disciplinary action pursuant to District Policy 3100: Student Right's Responsibilities and Administrative Due Process.
4. When any device is found in such a condition as to be considered abandoned or stored at a location in obvious violation of this procedure, it may be impounded. The property may be reclaimed by the owner, with adequate identification, at no charge upon application to the College Police Department. Property not claimed within thirty (30) days, may be sold at auction pursuant to the District's Lost and Found Policy.
5. Neither the District nor any employee authorized to remove and impound the above referenced property shall be liable to the owner of the secured device for the cost of repair or replacement of such device.

6. Nothing in this procedure shall prohibit the use of wheeled devices by the physically disabled or by District employees engaged in the performance of their assigned duties.

Supersedes: Procedure 7981.1 – 6/1/12
Procedure 7981.1 – 12/20/96

2:20 p.m.	Call to Order	Room L-105, LLRC Auditorium
2:30 p.m.	Closed Session	Room L-107, LLRC
3:30 p.m.	Board Open Door Session	Room L-108, LLRC
4:00 p.m.	Miramar College Campus Meeting	Room L-105, LLRC Auditorium
5:00 p.m.	Regular Business Meeting	Room L-105, LLRC Auditorium

**SAN DIEGO MIRAMAR COLLEGE CAMPUS MEETING
FOR
SAN DIEGO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
THURSDAY, FEBRUARY 18, 2016**

San Diego Miramar College
4:00 p.m. – 5:00 p.m.
Library Learning Resource Center (LLRC) Auditorium, First Floor, Room L-105

- I. Welcome from College President** Patricia Hsieh

- II. Greetings from Academic Senate President** Marie McMahon
Greetings from Classified Senate President Terrie Hubbard
Greetings from Associated Student Council President Olivia Light

- III. Vets To Jets – Building Bridges to Success** Duane Short (Faculty)
Christine Barlolong (Classified)
Joseph Hankinson (Supervisor)
Abel Martinez (Alumni)
Sheena Sinigayan (Student)
Penney Newell (Sr. Community Relations Manager, SDG&E)

- IV. EMT & Fire Technology: Saving Lives & Property**
Classroom to Community Mary Kjartanson (Faculty)
Darren Hall (Faculty)
Kristen Magpuri (Alumni)
Andrew Young (Student)
James Blasic (Student)
Tony Mecham (Unit Chief, San Diego County Fire)

- V. Closing** Patricia Hsieh

5:00 p.m. SDCCD Board of Trustees Meeting (Regular Open Session)

February 18, 2016

9 BOARD POLICIES

- 9.01** Consideration and adoption of changes and additions to the following Chapter 5 - Student Services, Board Policies (First Reading - 1/28/16):
- A. BP 3100 Student Rights, Responsibilities, Campus Safety and Administrative Due Process (Attachment A); and
 - B. BP 3105 Academic Accommodations and Disability Discrimination for Students with Disabilities (Attachment B).

11 INSTRUCTIONAL SERVICES

- 11.01** Consideration and approval of new or revised courses and programs.
- 11.02** In the matter of the District's health occupations programs, authority is requested to enter into agreements with health care agencies for use of clinical facilities by students enrolled in District health occupations programs during the 2015-2016 fiscal year.

12 STUDENT SERVICES

- 12.01** Authorization for students and faculty from San Diego Mesa College to embark on a concert tour to Santa Rosa, Sacramento, and San Francisco from April 7-10, 2016, to perform at a choral festival and engage in singing with choral groups from Sacramento State and San Francisco State.

13 BUDGET AND FINANCE

- 13.01** In the matter of a Service Agreement between the Southern California Biotechnology Center at San Diego Miramar College and the San Diego Workforce Partnership, under the Support and Expansion of the AMGEN-Bruce Wallace Curriculum to San Diego County High Schools and Community Colleges, authority is requested to accept, budget and spend in the General Fund/Restricted budget \$10,350 from the Amgen Foundation in the 2015-2016 fiscal year with a possible extension for an additional one-year term, not to exceed two years.
- 13.02** In the matter of the Child Development programs, California State Preschool (CSPP-5427) and the General Child Care and Development (CCTR-5213) contracts, at San Diego City College, San Diego Mesa College, and San Diego Miramar College from the California Department of Education for operation of the Child Development Centers, authority is requested to accept, budget and spend an additional \$19,513 in the contract (CCTR-5213) and an additional \$29,185 in the contract (CSPP-5427) in the 2015-2016 fiscal year.
- 13.03** In the matter of the subcontract agreement between the San Diego Community College District and the Grossmont-Cuyamaca Community College District Auxiliary to provide services in support of the Career Technical Education Pathways Grant, authority is requested to accept, budget and spend \$16,000 in the 2015-2016 General Fund/Restricted Budget.
- 13.04** Approval of the District's Report of Participation in the San Diego County Investment Pool for the period ending December 31, 2015.

February 18, 2016

13 BUDGET AND FINANCE (Continued)

- 13.05** Authority to award Request for Proposal (RFP) #16-06 SN Printing-College Catalogs-District to the most responsive and responsible bidder.
- 13.06** Ratify the Statement of Work contract with Ciber, Inc. for the completion of the Campus Solutions (CS) module within PeopleSoft at a fixed price of \$XXX with a targeted completion date of summer 2017 semester.
- 13.07** Ratify the Statement of Work contract with Ciber, Inc. for additional functionalities within the PeopleSoft Finance module at a fixed price of \$XXX.
- 13.08** Approval of purchase orders prepared during the period of January 1, 2016, through January 31, 2016.

14 HUMAN RESOURCES

- 14.01** Certification of short-term personnel service effective on or after February 19, 2016, per California Education Code Section 88003.
- 14.02** Approval of academic, classified, substitute and student personnel actions relating to appointments, assignment changes, salary changes, status changes, leaves of absence, separations and volunteerism during the period December 1, 2015, through January 31, 2016.
- 14.03** In the matter of Disability Support Programs and Services (DSPS) at San Diego Mesa College, authority is requested to establish two new 1.0 12-month Student Services Assistant Class 1, Step A – Class 6, Step B (\$2,806.97-\$4,207.09), AFT Office Technical Unit.
- 14.04** In the matter of Learning Resources and Academic Support at San Diego Mesa College, authority is requested to:
1. Establish a new 1.0 FTE 12-month Professional Development Coordinator position Class 1, Step A – Class 6, Step B (\$5,128.10-\$6,879.49), AFT College Faculty Unit;
 2. Establish a new 1.0 FTE Instructional Lab Technician – Learning Resources position, Range 23 (\$3,584.18-\$5,721.16) in the AFT Classified Staff, Office Technical Unit; and
 3. Establish a new 1.0 FTE Senior Clerical Assistant, Range 18 (\$3,113.28-\$4,841.12) in the AFT Classified Staff, Office Technical Unit.

15 FACILITIES, BUILDINGS AND REAL ESTATE

- 15.01** In connection with Proposition N, authority to award a contract to Zagrodnik + Thomas Architects, LLP, for architectural design services on the A-100 remodel project at Miramar College.

16 INFORMATION ITEMS

- 16.01** Report on Hungry to Learn