



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

CITY COLLEGE – MESA COLLEGE – MIRAMAR COLLEGE – CONTINUING EDUCATION

DISTRICT GOVERNANCE COUNCIL

September 16, 2015

3:00 p.m. – Room 245

AGENDA

*1.0 Review Minutes of September 2, 2015

*2.0 Review of Board Agenda for September 24, 2015

3.0 Additional Agenda Items

4.0 State Budget Update Carroll/Dowd

5.0 Threat Assessment Task Force Watkins/Neault
Status Report and Action Plan

6.0 Roundtable

*Attachments

BOARD MEETING scheduled: Thursday, September 24, 2015 – 4:00 p.m.
San Diego City College

Next DGC MEETING scheduled: Wednesday, October 7, 2015 – 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

September 2, 2015

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

Absent: Cortez

Guests: Mahler

1. **APPROVAL OF MINUTES**

The minutes of August 19, 2015, were approved.

2. **REVIEW OF BOARD AGENDA**

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

3. **SDCCD 2015-2016 ADOPTED BUDGET**

Executive Vice Chancellor Dowd explained assumptions and considerations for the 2015-16 Adopted Budget which will be brought for approval at the September 10, 2015, Board of Trustees meeting. Highlights include establishment of 31 new faculty positions; 3:1 matching for SSSP funds; a large allotment in CDCP funds; fully restored workload reductions; enrollment growth at 3%; and the expectation of a 4-6% salary increase starting January 2016. Challenges for the future are increases to CalPERS and CalSTRS employer contribution rates, and increases expected for the ongoing maintenance of new facilities. The report ended with a comparison of last year's budget with this year, showing increases in most areas and making this a very positive year for the District.

4. **DISTRICTWIDE INTEGRATED PLANNING FRAMEWORK MODEL**

Vice Chancellor Neault handed out copies of a draft integrated planning framework model and asked if members were in favor of revisions made or had further concerns. Members were in favor of keeping the draft as a working model and coming back with suggestions and revisions at a future meeting. Dr. Neault added that the model would eventually be included in the District Administrative & Governance Handbook.

5. **REVIEW OF AP 4200.1 – EMPLOYMENT OF COLLEGE FACULTY**

Vice Chancellor Surbrook opened discussion with questions from the academic senate about forming an ad-hoc committee to make updates to the policy first and then later review of the corresponding procedures. VC Surbrook said he would contact the academic senate presidents to start forming the committee. Updates will be given at future DGC meetings.

6. SAFETY ISSUES ON CAMPUS

Miramar College Classified Senate President Terrie Hubbard brought up issues of safety on campus related to contractors and vendors coming onto campuses to make repairs, whether they are District employees or those from outside the District. At times, these workers have no identification and enter offices and classrooms freely. Her suggestions were to have a procedure in place for visitors on campus, such as receiving a name badge. As for District employees, she suggested that they wear uniforms to indicate their authorization to enter buildings unabated. Vice Chancellor Manis was asked to look into this further and come back with recommendations. Also, Vice Chancellor Neault is expected to report updates regarding the threat assessment team that was discussed at previous DGC meetings which addresses some of these issues.

7. ACCREDITATION TASK FORCE REPORT

Chancellor Carroll walked the council through the recent report highlighting areas of special interest, such as the history and background of accreditation in the U.S., critiques of the ACCJC regarding excessive sanctions, failures, and the inability to meet the needs of the institutions resulting in loss of confidence in the commission. Recommendations were to investigate establishing a new model for accreditation by forming a single combined commission, with community colleges joining the WASC Senior College and University Commission, or by identifying other regional accreditors that could serve the California Community Colleges.

8. CHANCELLOR'S GOALS & OBJECTIVES

Chancellor Carroll shared her goals and objectives for 2015-16 with DGC members noting plans for developing a capital campaign to fund performing arts facilities at the colleges and Continuing Education through the bond program, and plans for a Districtwide professional development academy working with diverse student populations.

Adjourned 4:17 p.m.

Chancellor's Office & Board of Trustees

San Diego City College

BOARD MEETING

Thursday, September 24, 2015

2:20 p.m. Call to Order – D-121A/B

Followed by Closed Session – D-102

3:30 p.m. Board Open Door Session – B-202

4:00 p.m. Campus Meeting – D-121A/B

5:00 p.m. Regular Business Meeting – D-121A/B

Tentative Agenda pages

for DGC review

as of September 11, 2015

**San Diego Community College District
Board of Trustees Meeting
September 24, 2015**

San Diego City College

Theme: Preparing a World Class Workforce at City!

I. Welcome and Introduction

Dr. Anthony E. Beebe, President

II. Deputy Sector Navigator – Advanced Manufacturing

*Dean Trudy Gerald – Overview of DSN Advanced Manufacturing.
Program Highlights
Student Experiences*

**III. Deputy Sector Navigator – Information Communication
Technology (ICT)/Digital Media**

*Dean Rose LaMuraglia – Overview of DSN ICT/Digital Media
Program Highlights
Student Experiences*

IV. Apprenticeship Programs

*Professor Leroy Brady – Overview of City Apprenticeship Programs
Program Highlights:*

- Solar Turbines
- SDG&E

Student Experiences

V. Closing Remarks

Dr. Anthony E. Beebe, President

September 24, 2015

10 NEW BUSINESS

- 10.01** Authority for the Board of Trustees to review the results of the Board's self-evaluation, to evaluate the accomplishments of the previous year, and to set goals for the coming year.

September 24, 2015

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 and Alcohol and Other Drug Studies (AODS) programs during the 2015-2016 fiscal year.

- 11.03** Consideration and approval of the 2015-2016 Memorandum of Understanding with the San Diego Unified School District (SDUSD) that formalizes the educational partnership relationship between the San Diego Community College District (SDCCD) and the San Diego Unified School District (SDUSD). This document serves as a master agreement by which all individual educational partnerships will be established.

- 11.04** In the matter of the San Diego Miramar College Agreement with San Diego Unified School District to establish an Accelerated College Program at Mira Mesa High School, authority is requested to enter into a one-year agreement with San Diego Unified School District from July 1, 2015, through June 30, 2016.

September 24, 2015

12 STUDENT SERVICES

12.01 In the matter regarding the field trips to the Cuyamaca Rancho National Park, authority is requested for San Diego Mesa College Astronomy 109 students to participate in two overnight field trips to Green Valley campground at Cuyamaca Rancho National Park on October 8–9, 2015, and October 15–16, 2015.

September 24, 2015

13 BUDGET AND FINANCE

- 13.01** In the matter of the mental health grant awarded to San Diego City College, Mental Health Counseling from the Substance Abuse and Mental Health Services Administration (SAMHSA) Department of Health and Human Services, authority is requested to:
1. Enter into a 3-year agreement with the Department of Health and Human Services Administration from September 30, 2015, thru September 29, 2018; and
 2. Accept, budget and spend \$92,395 in the 2015-2016 General Fund/Restricted Budget.
- 13.02** In the matter of San Diego City College's Mental Health Career Pathways Program—Public Mental Health Academy grant awarded by the County of San Diego, Health and Human Service Agency (HHSA) Workforce Education and Training, authority is requested to accept, budget and spend an additional allocation of \$75,000, increasing the budget from \$65,156 to \$140,156 in the General Fund/Restricted Budget 2015-2016.
- 13.03** In the matter of the Bridges to the Baccalaureate Program at San Diego Mesa College grant from the National Institutes of Health (NIH), National Institute of General Medical Sciences awarded to San Diego Mesa College to participate in the implementation of an Institutional Student Training and Development Initiative for Students from Groups Underrepresented in Biomedical and Behavioral Research Enterprise, authority is requested to enter into year 2 of a 5-year renewal agreement (project year 9) with NIH; and accept, budget and spend \$178,537 in the 2015-2016 General Fund/Restricted Budget.

September 24, 2015

13 BUDGET AND FINANCE (Continued)

13.04 In the matter of the U.S. Navy Contract Instructor Program (CIP) at the Center for Information Dominance (CID), Corry Station, Pensacola, Florida, authority to:

1. Enter into a one-year contract with the U.S. Navy to provide instructional services to military personnel at the Center for Information Dominance (CID), Corry Station, Pensacola, Florida, commencing December 1, 2015, through September 22, 2016, total amount of contract \$43,643;
2. Accept, budget and spend \$32,726 in the 2015-2016 General Fund/Restricted Budget.

13.05 In the matter of the Global PCCI (GPC) ESSM Base Williamsburg VA, and San Diego Military Education, City College, authority is requested to:

1. Enter into an agreement with the in the amount of \$2,710 to teach a Oxygen Equipment and Calibration Course to be conducted at Williamsburg, VA; and
2. Accept, budget and spend \$2,710 in the 2015-2016 General Fund/Restricted Budget.

September 24, 2015

14 HUMAN RESOURCES

- 14.01** Certification of short-term personnel service effective on or after September 25, 2015, per California Education Code Section 88003.
- 14.02** Consideration and approval of Employment Contract for Chancellor Constance M. Carroll.
- 14.03** In the matter of contract positions districtwide as a result of the 2015-Window-Period and recent classification and organizational reviews, authority is requested to reallocate or reclassify positions or remove classifications, effective July 1, 2015.
- 14.04** In the matter of Student Services at San Diego City College and in connection with the college's Student Success & Support Program (SSSP), effective September 25, 2015, authority is requested to (contingent upon review by Human Resources):
1. Establish 1.0 FTE 10-month restricted Counselor position (#XXXXXX), Class 1, Step A-Class 6, Step B (\$5,128.10-\$7,068.05), AFT College Faculty unit;
 2. Establish a 1.0 FTE 10-month restricted Counselor (Counselor/At-Risk Populations) position (#XXXXXX), Class 1, Step A - Class 6, Step B (\$5,128.10 - \$7,068.05), AFT College Faculty Unit;
 3. Establish a 1.0 FTE 12-month Student Services Supervisor II (FYE Supervisor) position (#XXXXXX), Range 12 (\$5,376.05-\$7,938.76), Supervisory and Professional unit;
 4. Establish a 1.0 FTE Student Services Technician position (#XXXXXX), Range 23 (\$3,390.19 - \$5,081.23) AFT Classified Staff Office/Technical Unit; and
 5. Establish 1.0 FTE Student Services Assistant (Transfer Center) position (#XXXXXX), Range 16 (\$2,806.97-\$4,207.09), AFT/Classified Staff Office/Technical unit.

September 24, 2015

14 HUMAN RESOURCES (Continued)

14.05 In the matter of Student Services at San Diego City College and in connection with the statewide Student Equity initiative, authority is requested to (contingent upon review by Human Resources):

1. Reclassify a new 1.0 FTE Associate Dean, position (#XXXXXX), Range 16 (\$7,048-\$10,225), City College's Vice President of Student Services office, to Dean, Range 18 (\$8,030.10-\$12,118.93) in the Management unit; and
2. Establish a 1.0 FTE Senior Secretary position (#XXXXXX), Range 21 (\$3,192.84-\$4,785.44), AFT Classified Office/Technical unit, to support the Dean, Student Equity.

14.06 In the matter of the Office of Financial Aid at San Diego City College, authority is requested to establish a 1.0 FTE, Senior Student Services Assistant position (#XXXXXX), Range 19 (\$3,019.75-\$4,526.01), AFT/Classified Staff/Office Technical unit.

14.07 In the matter of reorganization of college personnel so that San Diego City College is poised to respond to State and local initiatives and strategic planning, authority is requested to (contingent upon review by Human Resources):

1. Implement the restructure according to the attached Organization Chart for San Diego City College; and
2. Establish a Dean of Institutional Effectiveness position (#XXXXXX), Range 18 (\$8,030.10-\$12,118.93) in the Management unit.

14.08 In the matter of the Institutional Effectiveness Office at San Diego Mesa College, authority is requested to establish a 12-month, 1.0 FTE Administrative Technician, Range 22 (\$3,285.45-\$4,924.25) AFT/Office Technical Unit.

September 24, 2015

14 **HUMAN RESOURCES** (Continued)

- 14.09** In the matter of the San Diego Mesa College Business Office, effective September 24, 2015, authority is requested to:
1. Delete 1.0 FTE vacant funded Sr. Accounting Clerk position (#001734) from Student Accounting, Range 19 (\$3,019.75-\$4,526.01) AFT/Office-Technical Unit; and
 2. Establish 1.0 FTE Administrative Technician position, Range 22 (\$3,285.45-\$4,924.25) AFT/Office Technical Unit in the Business Office. The Business Office and Student Accounting are both divisions under the Vice President of Administrative Services.
- 14.10** In the matter of the San Diego Mesa College Print and Mail Services Department, effective September 24, 2015, authority is requested to:
1. Delete 2.0 FTE vacant funded Production Services Assistant positions (#001820 and #011708), Range 14 (\$2,681-\$3,780) AFT/Office-Technical Unit; and
 2. Establish 1.0 FTE Administrative Technician position in Print and Mail Services, Range 22 (\$3,285.45-\$4,924.25) AFT/Office Technical Unit, and Establish 1.0 FTE Digital Color Technician position, Range 21 (\$3,192-\$4,785) AFT/Office Technical Unit.
- 14.11** In the matter of the San Diego Mesa College, effective September 24, 2015, authority is requested to:
1. Delete 1.0 FTE vacant funded Media Technician, LRC (#000254), Range 20 (\$3,104-4,653) AFT/Office-Technical Unit;
 2. Delete 1.0 FTE vacant funded Instructional Assistant, LRC (#010246), Range 18 (\$2,945-\$4,414) AFT/Office Technical Unit;
 3. Establish 1.0 FTE Instructional Lab Technician position in Physical Sciences/Physics/Engineering, Range 23 (\$3,340-\$5,081) AFT/Office Technical Unit; and
 4. Increase 0.4 FTE position (#009855) from a current 0.6 FTE to a 1.0 FTE Student Services Assistant Sr. Admissions, Range 19 (\$3,020-\$4,526) AFT/Office Technical Unit.

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14 **HUMAN RESOURCES** (Continued)

14.12 In the matter regarding reorganization of the Administrative Services Office at San Diego Continuing Education, effective January 1, 2016, authority is requested to establish a 1.0 Restricted Special Projects Manager, Range 18 (\$8,030.10-\$12,118.93) Management Unit.

14.13 In the matter regarding reorganization of the Office of the President at San Diego Continuing Education, effective January 1, 2016, authority is requested to establish a 1.0 Research and Planning Analyst position, Range 13 (\$5,700.34-\$8,423.29) Supervisory and Professional Unit.

14.14 In the matter of a sub-contract agreement with Lockheed Martin Integrated Systems (LMIS)/Instructor Services to train Navy Personnel at the Naval Station, San Diego, authority to:

1. Extend a sub-contract agreement with Lockheed Martin Integrated Systems to provide instructional services to include personnel, supervision, management, materials, and instructional technology to military personnel the Naval Station, San Diego, commencing September 15, 2015, through September 14, 2016, total amount of contract \$909,527;
2. Accept, budget and spend in the 2015-2016 General Fund/Restricted Budget anticipated income in the amount of \$682,144 from Lockheed Martin Integrated Systems to administer the program; and
3. Continue the following 12-month restricted positions effective September 15, 2015, and future years until funding ends:
 - 1.0 Military Associate Dean, Position #007238
 - 1.0 Military Lead Technical Instructor, Position #011676
 - 15.0 Military Technical Instructor, Position #008849
 - 5.0 Military Technical Instructor, Position #124646

September 24, 2015

14 **HUMAN RESOURCES** (Continued)

- 14.15** In the matter of a sub-contract agreement with Lockheed Martin Integrated Systems (LMIS)/Instructor Services to train Navy Personnel at Naval Training Center, Great Lakes, Illinois, authority to:
1. Extend a sub-contract agreement with Lockheed Martin Integrated Systems to provide instructional services to include personnel, supervision, management, materials, and instructional technology to military personnel at Naval Training Center, Great Lakes, Illinois, commencing September 15, 2015, through September 14, 2016, total amount of contract \$2,431,030;
 2. Accept, budget and spend in the 2015-2016 General Fund/Restricted Budget anticipated income in the amount of \$1,823,270 from Lockheed Martin Integrated Systems to administer the program;
 3. Extend the current Instructor and Lead Instructor salary schedules through September 30, 2016; and
 4. Continue the following restricted positions effective September 15, 2015, and continue future years until funding ends:
 - 1.0 Military Contract Training Manager, (12-month), Position #011668
 - 1.0 Military Associate Dean, (12-month), Position #011669
 - 66.0 Military Technical Instructors, Bi-monthly, Position #011670
 - 4.0 Military Lead Technical Instructor, Bi-monthly, Position #011671
 - 8.0 Military Technical Instructors New Hire, Bi-monthly Position #011672

September 24, 2015

15 FACILITIES, BUILDINGS AND REAL ESTATE

15.01 Authority to utilize the new off-campus facility Groovy Like a Movie as requested by City College.

15.02 In connection with Proposition N, authority to award a contract to Choctaw Construction Co, Inc., the lowest responsive, responsible bidder for accessibility revisions to Parking Lot 3 at City College.

September 24, 2015

16 INFORMATION ITEMS

16.01 Learning Communities: High Impact Practices to
Achieve Student Success and Equity