



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

DISTRICT GOVERNANCE COUNCIL MINUTES

February 6, 2019

Present: Bermodes, Cortez, Dowd, Hess (for Bulger), Hsieh, Hubka, Jarrell, Kovrig, Larson, Leal, Luster, Mahler, Manis, Murphy (for McMahon), Neault, Payne, Perigo, Shabazz, Short, Surbrook, Weinroth and Chairperson Chancellor Carroll

Absent: Beresford, Bulger, Hubbard, McMahon

Guests: Bertram

1. **APPROVAL OF MINUTES**

The minutes of January 23, 2019, were approved.

2. **REVIEW OF BOARD AGENDA**

The agenda for the February 14, 2019, Board Meeting was opened for review by Chancellor Carroll. Each item was discussed and satisfied.

3. **STATE BUDGET UPDATE**

Executive Vice Chancellor Dowd gave a brief update on the proposed budget for the 2019-20 fiscal year and reminded everyone that the state budget process is a long one.

4. **ELECTRONIC SIGNATURE CAPABILITIES**

Mesa College Academic Senate President Kim Perigo discussed the overall trend from moving away from wet signatures and asked what technological capabilities the District had in creating and collecting electronic signatures. Vice Chancellor Neault indicated that there are still some student forms that require wet signs, however, the District is currently researching electronic signature capabilities. Vice Chancellors Lynn Neault and Will Surbrook will work together to determine what District forms can be revised to eliminate the need for wet signatures and will bring back periodic updates about these efforts.

5. **PREFERRED NAMES**

As requested by Mesa College Academic President Kim Perigo, Vice Chancellor Surbrook brought copies of guidelines used to outline the official use of names, titles, and identifications on business cards, forms, contracts, and others documents related to District business. Regarding the use of nicknames, he said that they should be added in parentheses following the legal name. After discussion, VC Surbrook said that he would bring this item back with proposed revisions to the guidelines. He added that HR is working on updating hiring applications to include preferred names.

6. EMAIL STORAGE LIMIT

As requested by CE Academic Senate President Richard Weinroth, this item was brought back for discussion. EVC Dowd invited Interim Director of IT Don Bertram to speak regarding increasing email storage limits for faculty. He explained that due to the expense of expanding storage capabilities across the District, it would be better to address specific needs. Chancellor Carroll asked that the college and CE presidents submit a list of faculty that have needs for more storage, especially those teaching online classes with larger class sizes. This item will be brought back in the fall.

7. LACTATION ACCOMMODATION

Vice Chancellor Neault brought back a draft update showing the location of lactation rooms at each campus adding that work is being done regarding which department will be responsible for these accommodations. Questions were raised about students whose classes are far from the designated room and Dr. Neault explained that each campus could customize their accommodations to meet specific needs as they arose.

Adjourned 4:12 p.m.

Chancellor's Office & Board of Trustees