

DISTRICT CONSULTATION COUNCIL
September 28, 2015

SUMMARY

MEMBERS PRESENT: Brenda Carpio, Dana Clahane, Cathy Dunne, Brian Fahnestock, Richard Fee, Sam Foster, Adam Gottdank, Jolena Grande, Tina Johannsen, Sharon Kelly, Cherry Li-Bugg, Rod Lusch, Valentina Purtell, Greg Schulz, Bryan Seiling, Bob Simpson, Pete Snyder, Kai Stearns Moore, and Fred Williams.

VISITORS: Charlene Egizi and Kassandra Flores

SUMMARY: The summary of the August 24, 2015, meeting was approved as amended.

PLANNING ITEMS

Budget Update: Interim Vice Chancellor Brian Fahnestock provided a brief budget update where he noted that the proposed budget was approved by the Board of Trustees, and that the District has \$19.9 million in mandated cost reimbursements, with \$5 million allocated based on FTES, but is still waiting on the SSSP/equity funding figures. Interim Chancellor Fred Williams noted that the approximate \$15 million in the general fund are one-time dollars with no restrictions, and encouraged the District Consultation Council to have a discussion on how those funds should be allocated, and also thanked the colleges for successfully tying figures to strategic directions in the District budget book that was presented to the Board of Trustees.

DCC Workgroup: Following the budget update, the group entertained a discussion on student success and what the definition of student success is for the District. Subsequent to the discussion, it was determined that Vice Chancellor Cherry Li-Bugg would lead a DCC workgroup, comprised of CTE faculty, credit/non-credit faculty, classified staff, and students, to define student success in order to better focus the District's plans and goals.

NOCCCD 2015 Progress Report: Vice Chancellor Li-Bugg presented as an information item the NOCCCD 2015 Progress Report on the District-wide Strategic Plan 2014-17. The report identifies the specific actions that the District intends to take in order to achieve the Strategic Directions identified in the 2011 Comprehensive Master Plan. Annual progress on the Strategic Plan's District Objectives are documented in the Progress Report, and it aims to accomplish three planning tasks:

- Consolidate information about the tasks that have been completed by all District entities;
- Analyze those outcomes in terms of their effectiveness in moving the District toward achievement of the District Strategic Directions; and
- Edit or augment Action Plans, as needed, for the upcoming year based on the outcomes of the current year's work.

POLICY ITEMS:

New/Revised Board Policies/Administrative Procedures: The following new/revised Board Policies/Administrative Procedures were either updated in CCLC's Update #26 or by staff:

Chapter 3: General Institution:

- **Revised AP3515, Reporting of Crimes:** New section 3.0 was added to add part 1 violent crime, sexual assault, and hate crime reporting requirements for districts that participate in the Cal Grant Program pursuant to Ed Codes and the “Reference” section was updated. This item returned for a second reading and further review of Section 3.0 including mandated reporting concerns. **This item will return in October with corrected language.**
- **Revised AP3560, Alcoholic Beverages:** AP3560 was revised to emphasize the requirement of Board of Trustees approval prior to offering alcoholic beverages on any property of the District. This item returned for a second reading to discuss Section 2.0; specifically concerns with possession and unopened containers. **Staff will follow-up on this item, and it will return in October.**
- **Revised BP/AP3540, Sexual Assaults ~~on Campus~~ and Other Sexual Misconduct:** BP/AP3540 have title changes and the addition of Education Code 67386 in the legal references and text of the documents. AP3540 was further revised to include the requirements of SB 967, known as the “yes means yes” law, and identification of campus and District Title IX coordinators. **This item was for information purposes only, and will be presented for consideration at the October meeting.**

Chapter 4: Academic Affairs:

- **Revised BP4250, Probation, Dismissal, and Readmission:** The School of Continuing Education revised both BP and AP 4250 to include Non-Credit Program Students by creating a new section 2.0 in both the policy and administrative procedure. This item returned for second reading to discuss Section 2.1.5.2. **It was determined that Chancellors’ Staff would discuss this item further, and it will return in October.**

Chapter 5: Student Services:

- **Revised AP5050, Matriculation:** This was updated to reflect updated Accreditation Standards, change the title to match BP5050, and new sections 2.3, 2.4, 2.6, and 3.3.7, and returns for a second reading. **This item will return in October as additional time was requested to review.**

Chapter 6, Business & Fiscal Affairs:

- **Revised BP6300, Fiscal Management:** Presented for a first reading, this item was revised to reflect current budget officer titles. **There was consensus on this item and it will now be forwarded to the Board of Trustees for consideration.**

Chapter 7, Human Resources:

- **New BP/AP7160, Professional Development:** These were created by CCLC to address the professional development needs for employees, and returned for a second reading. **These items will return in October as additional time was requested to review.**
- **Revised AP7330, Communicable Disease Certification:** This item was presented for a first reading, and was revised to delete the reference to the Orange County Department of Health in Section 2.2 as it no longer provides chest x-rays for county agency employees. Concern was expressed over language contained within Section 1.1. **Staff will follow-up on this item, and it will return in October.**

OTHER ITEMS:

1. **Proposal for Dissemination of District Committee Meeting Materials:** Dana Clahane, United Faculty Vice President, introduced discussion on a procedure recommendation that would improve the distribution of agenda materials and minutes for district-wide committee meetings that would allow for more staff and faculty input. Recommendations included: 1) agendas and minutes distributed via email to all staff district-wide; 2) distribution of agendas two weeks prior to a meeting, and no later than three days after the agenda item submission deadline; 3) inclusion of the agenda item submittal form, along with necessary supporting documents, on meeting notification emails; 4) distribution of meeting minutes, via email, no later than five business days after minutes are approved; and 5) a publically accessible website that contains an archive of meeting agendas, minutes, and emails with their attachments.

While there was general consensus on the concept presented, there was disagreement on the implementation and mechanics of the proposal. Subsequent to the discussion, it was determined that Dr. Clahane would review and resubmit this item for the October meeting.

ADJOURNMENT: The meeting adjourned at 4:27 p.m.