

DISTRICT CONSULTATION COUNCIL
May 22, 2023

SUMMARY

MEMBERS PRESENT: Jim Bunker, Byron D. Clift Breland, Jennifer Carey, Treisa Cassens, Jennifer Combs, Christie Diep, Jean Foster, Geoff Hurst, Cherry Li-Bugg, Kathleen McAlister, Cynthia Olivo, Jeremy Peters, Valentina Purtell, JoAnna Schilling, Melissa Serrato, Pamela Spence, and Kai Stearns.

VISITORS: Danielle Davy, Gabrielle Stanco, and Bryan Ventura.

Chancellor Byron D. Clift Breland called the meeting to order at 2:03 p.m. and led a round of introductions.

MEETING SUMMARY

Summary: The summary of the April 24, 2023 meeting was approved as submitted.

STRATEGIC GOALS & PLANNING

IT Optimization Plan: Cherry Li-Bugg, Vice Chancellor, Educational Services & Technology, shared that the District Network Refresh Project has discovered several areas where changes have been deployed without adequate resources or clearly defined roles and responsibilities. Last year's data security breach highlighted the importance of ensuring that there is not just visibility into enterprise level infrastructure, but that control and oversight is needed to enforce policies and procedures that improve our threat response and posture. While incremental changes have been put in place, attempts at optimization have also been met with some fundamental structural hurdles. The Districtwide IT organizational structure needs to be revamped to contribute to cohesive district-wide planning and operations and the Job Families work currently underway will attempt to remediate some of these problems by providing a clear progression of increased responsibilities. To address the allocation of staff, changes will need to be made to the organizational structure itself along with other considerations including resource allocation, roles and responsibilities, and other factors. By optimizing IT resources, centralizing management of key infrastructure responsibilities, and reorganizing existing job descriptions and roles to align with a modern, agile technology environment, the District can reduce system failures and improve the quality of the services it offers.

In multi-college districts of similar size, shared services are consolidated by service where the District maintains and has responsibility for "everything to the wall" including network, security, and infrastructure services up to the endpoint and the campuses managing services beyond that point like devices, lab computers, AV, multimedia, etc. In this resource configuration District assigned staff may have a responsibility for a campus but are supervised by a District manager who can coordinate and be responsible for ensuring that campus changes do not adversely impact the enterprise environment. In the event of a major problem at an individual campus, the manager can respond and reallocate resources and expertise quickly from other campuses to resolve issues. The centralization of core IT services in network management, security operations and enterprise applications support and development does mean re-organizing the current IT staffing structure and moving employees from the campuses to the District.

Chancellor Cliff Breland stated that the concept has been discussed in previous circles and while the security component of IT would be centralized, academic computing would remain with the campuses. He noted the issues in the past, efficiency matters, and the recommendation from ASCIP to take action to prevent ransom issues again and to shore up our data as reasons for centralizing which has his support. He emphasized that no layoffs are on the table.

During the discussion, members stated the following:

- CSEA stated that items need to be negotiated and that it is not appropriate to tell classified members that it is a done deal. Dr. Cliff Breland clarified that DCC is a venue to inform people since the matter is being discussed and one that he uses as an advisory group. He stated that processes will be respected.
- United Faculty expressed concern that technology support could be moved away from the campuses where it is heavily relied upon.
- CSEA and United Faculty have submitted a demand to bargain on the matter and have not received a response.
- Chancellor Cliff Breland emphasized that the District needs to do everything it can to prevent future breaches and noted that most multi-college districts have centralized IT functions and it's a move that the Board supports.
- Senate members are receiving questions and do not have any answers to provide.
- Concern about ensuring that the campuses are staffed appropriately to serve the needs of faculty and students.
- Vice Chancellor Li-Bugg clarified that email addresses across the District will not change.

Chancellor Cliff Breland proposed the development of a chart that easily explains the list of services to help people better understand the concepts of centralization and network. He urged members to contact Vice Chancellor Li-Bugg with questions as they arise for clarification.

One-Time Funding Request: Follett Equitable Access & Foundations: At its May 8 meeting, the Council on Budget and Facilities discussed and approved one-time funding allocations—contingent upon campus approval—of \$5,000,000 for the Follett Equitable Access Program and \$900,000 for the College Foundations.

The Follett Equitable Access Program funding was requested to pilot a digital book program with a fixed charge for books with the District supplementing the full cost of the pilot program. Currently, the pilot is in the assessment and approval phase, but for planning purposes the funding was requested so that it be set aside for use during the 2023-24 fiscal year to offset student costs and allow for additional discussion at the campuses on implementation.

The foundation funding was requested to support operations for the Fullerton College and Cypress College Foundations to provide \$150,000 \$150,000 in annual funding for each campus for a three-year period, for a total of \$900,000. As part of the agreement both foundations will be required to fund a permanent Foundation position and raise sustainable ongoing funding to support the positions after the three-year period.

Chancellor Cliff Breland noted that the impetus for the Follet Program was a desire to find a way to lower the cost of textbooks, and that program was one that was found that we could be mitigated for a one-time subscription service.

During the discussion, members voiced the following:

- The Follett Program was approved by Cypress College, but not by Fullerton College. NOCE did not have a chance to agendaize the item for discussion, but did request an NOCE book program be included in the funding so that they can be included for their CTE program.
- Fullerton College is excited to help students and faculty are invested in finding ways to do it, but Follett was not the best way for them due to student opposition.
- Fullerton College presented an alternative proposal. In response to how students would get the funding in the Fullerton College proposal, President Cynthia Olivo noted that the proposal would help faculty adopt Open Educational Resources (OER).
- President JoAnna Schilling cautioned that the Senates were presented with the Follett Program, not textbook assistance, which would have led to a different conversation. She stressed that the goal was to be able to gather data on the impact on student success.
- Cypress College voted to approve the program as a pilot, but also had conversations about OER, and they want to promote both.
- Concerns about pricing issues if one campus does not adopt.
- CBF discussions included the need to move the discussion to DCC with the potential for other options, but with the understanding that there was an urgency to develop alternatives.
- What other options are available to use the funding for that are outside of what is already being done on the campuses?
- The intent of the funding was to use it towards textbook assistance to reduce costs for students and the dollar amount was based on how many students with 9+ units would opt in.
- President Valentina Purtell stated that the allocation included a portion for NOCE and wanted to ensure that NOCE would be included with Cypress College as part of the Follett Program, but if there is a different plan for allocation, then she would like to discuss with her campus to see if they want to stay with Follett or pursue an alternative.
- The need to be able to monitor the return on investment and have measurable items/data in order to develop a long-term solution.
- Members expressed the need to see the Fullerton College proposal to see how all of the points will be addressed before dividing the allocation among the campuses.
- Clarification on how book vouchers would work or be beneficial if they have to be used at the campus bookstores.
- Fullerton College suggested purchasing books for the library and also offering an OER incentive program for faculty.
- The issue with specialized programs where faculty cannot put a textbook together and how the Follett Program offers a solution to that.

Chancellor Clift Breland stated that everyone agrees that textbook costs are high and shared his desire to work on the allocations so that the campuses can move forward with planning even if they don't move forward in the same way. He reiterated that CBF approved \$5 million for the Follett Pilot Program, but suggested changing the recommendation to a textbook assistance program and accepting the funding with Chancellor's Staff determining how the split should be allocated. After calling for a vote, **there was consensus to approve the \$5,000,000 in one-time funding for the textbook assistance program with two noted objections.**

Chancellor Clift Breland then called for a vote on the \$900,000 allocation for staffing at both college foundations, noting that he asked that the foundations become more self-sustaining in order to continue in the future. **There was consensus to approve the \$900,000 in one-time funding for the College Foundations.**

Budget Update: Chancellor Cliff Breland referred members to the budget update information included in the agenda materials provided by Fred Williams, Vice Chancellor, Finance & Facilities, highlighting the following which was recently shared by the State Chancellor's Office:

- \$31.5 billion statewide deficit.
- 8.22% COLA on apportionment and numerous categorical programs.
- District flexibility for eligible categorical programs.
- Student Equity and Achievement, Student Financial Aid Administration, and student mental health resources.
- \$100 million one-time dollars in funding to continue supporting community colleges with enrollment strategies but also a big reduction from the 22-23 allocations for deferred maintenance and COVID-19 Block Grant.
- The decrease to the deferred maintenance was even more than the January budget and the COVID Block Grant was new and is significant; approximately \$12.5 million for scheduled maintenance/instruction equipment and \$9.5 million for COVID-19 for the District.

Analysis of FTES at P-2: Chancellor Cliff Breland reported that the District's P-2 attendance report was submitted to the State Chancellor's Office in April. While the District is making progress with a 1.38% increase, there is still a long way to go (over 20%) to reach pre-pandemic numbers, and the focus will need to continue to be on increasing enrollment.

OPERATIONAL REVIEW

NOCCCD Decision Making Resource Manual 2022 Updates: DCC received a third reading of the proposed updates to the NOCCCD Decision Making Resource Manual. In addition to the major updates previously reviewed by DCC, additional revisions proposed at the April 24, 2023 DCC meeting included: 1) revised language reflecting CSEA appointments; 2) removing DEMAC and adding DAC to the listing of meetings; 3) updating the District EEO Committee composition; 4) update the document title to remove the year and instead list the year to the last update; updating the membership to some committees; 5) updating the calendar to reflect that DAC will meet twice a month; and 6) further revisions to the DCC approval threshold and voting.

During the discussion, members stated the following:

- Correct the District EEO Committee to reflect: the District Director, Diversity, Culture, & Inclusion serving as the Chair; add the District Director, EEO & Compliance to the membership; and add the Chancellor to the first bullet item under purpose.
- Agreed to delete "The Chancellor may appoint an interim member when a position is vacant." from the duties of members for DCC.
- After discussing consensus, the voting threshold, the proposed percentages, and the addition of a "minority report" for approval of items at DCC, it was ultimately agreed to incorporate language that states that if consensus is not reached, a roll call vote would be conducted which would outline who voted against, what group they represent, and a statement why they were dissenting.

Subsequent to Chancellor Cliff Breland stating his intent to ensure that constituencies are represented, especially with what is presented to the Board, **there was consensus to approve the NOCCCD Decision Making Resource Manual 2022 updates.**

NOCCCD Integrated Planning Manual 2022-23 Updates: DCC received a second reading of the proposed updates to the NOCCCD Integrated Planning Manual proposed by the Institutional Effectiveness Coordinating Council to reflect changes to the districtwide strategic planning process. Gabrielle Stanco, District Director, Research, Planning, and Data Management, led a broad stroke overview of the revisions that include 1) updating the mission statement and strategic directions; 2) updating all accreditation standard references to reflect latest ACCJC/WASC standards; 3) revising the Districtwide Strategic Plan focus to be a synthesis of campus and District Services plans that will aggregate the commonalities in the work being performed districtwide to achieve the District Strategic Directions; 4) revising the frequency of assessment of strategic plan progress to be “regular” (at least once in three years) instead of annual; 5) updating the District Services Administrative Review process from an annual to a 3-year timeframe with an optional annual update; and 6) revising the budget allocation section to reflect updates made in the Budget Handbook, 2021 Update.

Subsequent to Dr. Stanco noting that the WASC/ACS standards and links in the document were reviewed to ensure they were correct, and members praising the manual, **there was consensus to approve the NOCCCD Integrated Planning Manual 2022-23 updates.**

POLICY

Revised AP 3740, Web Sites; Revised AP 4105, Distance and Correspondence Education; and AP 5030, Fees: DCC received a first reading of the proposed revisions to AP 3740, Web Sites; AP 4105, Distance and Correspondence Education; and AP 5030, Fees which were revised to update legal language requirements and/or current District practice.

AP 3740, Websites: Revised to reflect consultation with the Director of Campus Communications for web page changes and update the title of the District Director of Public & Governmental Affairs.

AP 4105, Distance and Correspondence Education: Updated and revised based on CCLC recommendations including a title change, to align with the updated ACCJC Distance Education Policy, and updated Title 5 provisions.

AP 5030, Fees: Updated based on CCLC recommendations and to provide students with a longer grace period to pay their outstanding balance as well as a payment plan option.

There was consensus to approve AP 3740, AP 4105, and AP 5030 and post them on the District website.

Suspension of Program Discontinuance Pending Revision of BP/AP 4021, Educational Program Discontinuance: Kathleen McAlister and Jennifer Combs presented a proposal to suspend the District program discontinuance policy pending revisions of BP/AP 4021. They cited a directive from the Cypress College Academic Senate including concerns about how the process is invoked and interpreted, and the need for more faculty representation for the special review committee that requires a comprehensive look from a United Faculty perspective.

During the discussion, members clarified that the policy was developed in response to accreditation violations and requires updating, while others noted that pausing a process or nullifying a policy before it's revisited was problematic.

Chancellor Cliff Breland agreed to form a review committee, but noted the need to respect the current policy in order to not have unintended accreditation issues. Jennifer Combs requested that if program discontinuance was not going to be paused, that the United Faculty President and the three campus academic/faculty senates be notified of any program changes.

This item will return to a future DCC meeting.

OTHER

Winter Intersession Opportunity: The District is exploring a winter intersession in order to provide students the opportunity to learn throughout the year, because online learning is growing across the District with all three campuses joining CVC/OEI, and to be able to serve more students while also positively contributing to enrollment and completion figures. The recent PRT visit included discussions on incorporating a 4 or 5-week winter intersession with a recommendation from the group to pilot a fully online intersession in January 2024.

Chancellor Cliff Breland stated that the addition of a winter intersession would impact the academic calendar, scheduling, and the budget, but would also generate different pathways for students and provide opportunities for the District.

Gabrielle Stanco, District Director, Research, Planning, & Data Management, presented comparative data on winter intersessions in California community colleges that highlighted the number of students that the District loses by not providing an intersession, the median enrollment per intersession, median success rate, and the number of leaver students who do not return after attending another college for intersession.

Members inquired if information is available for the students who do not return in the spring after attending during the fall semester; whether a fully online intersession is possible while still ending the spring semester before the Memorial Day holiday; the possibility of starting the winter intersession term in December; the need to have a five week intersession for in-person classes; the possibility of incorporating an intersession by not having a spring break; the need to factor in the impact on staffing and services (Bursar's Office, registration, verification of prerequisites, etc.); the ability to offer creative scheduling with the CVCs; clarification on what the compensation and unit load would be for faculty; and also noted the ability to attract students.

The discussion concluded with Dr. Cliff Breland noting that there appeared to be support, and he would facilitate further discussion to gather input and address questions.

ADJOURNMENT: Chancellor Cliff Breland thanked members for the dialogue, noting the importance of hearing all voices, and adjourned the meeting at 4:27 p.m.