

**DISTRICT CONSULTATION COUNCIL**  
**September 23, 2019**

**SUMMARY**

**MEMBERS PRESENT:** Josh Ashenmiller, Linda Borla, Christie Diep, Cathy Dunne, Lisa Gaetje, Craig Goralski, Manjit Grewall, Cherry Li-Bugg, Cheryl Marshall, Tina McClurkin, Dawnmarie Neate, Kim Orlijan, Valentina Purtell, Lizeth Sanchez, JoAnna Schilling, Greg Schulz, Kai Stearns Moore, Jason Thibodeau, Joseph Vasquez, Nick Wilkening, and Fred Williams.

**VISITORS:** None.

Chancellor Cheryl Marshall called the meeting to order at 2:01 p.m. and led a round of introductions of those present.

**CONSENT CALENDAR & SUMMARY**

**Consent Items:** The agenda contained no consent items.

**Summary:** The summary of the August 26, 2019, meeting was approved as submitted.

**STRATEGIC GOALS & PLANNING**

**Proposed Schedule/Process for Major Topics:** Chancellor Marshall discussed the handout outlining the discussion area topics, which listed the dates and meetings where topics would be discussed. Topics included one-time funds, the resource allocation model, staffing standards, AB 19, the master plan, sustainability, and free speech. At the campus level, the discussions will vary and will be left to their discretion. Dr. Marshall stated that the document would evolve with blanks filled in as information becomes available and that it would be shared with DCC monthly.

During the discussion, it was noted that the free speech open forums are not being transparently advertised. In response, it was pointed out that it is up to the campuses to share the information and that a communication would be distributed to students via Emma. The group also discussed the State Chancellor's Office requiring the development of campus sustainability plans. Dr. Marshall stated that the Colleges have formed their own sustainability committees, and expressed hope that information from those committees could be shared with the Board at the December 10 meeting and again in the Spring.

**One-time Funds:** Fred Williams, Vice Chancellor of Finance and Facilities, distributed a handout that included the allocation of one-time funds for 19-20, and optional projections for 20-21 and 21-22 that have not yet been allocated. He noted that the figures were designed to provide an idea of where the District is this year, but nothing is set in stone. Chancellor Marshall polled the membership to request suggestions for use of one-time funds to be shared with the Council of Budget and Facilities (CBF) and the campuses. The following suggestions, organized by topic, were provided:

**Professional Development**

- Professional development: in-house training and conference attendance

- Campus professional development
- Add more to campus professional development budgets
- Additional funding for District professional development to address the ambitious plan that is being developed for Classified
- Professional development funding to address any staff training that will likely results from districtwide technology assessment/reorg.
- Professional development funding to train faculty on distance education and eLumen

### Emergency Preparedness and Safety

- Emergency preparedness
- Address safety in the classroom and technology access (cell phone use to call out during an emergency)
- Address safety in the classroom – Funding for classroom kits to use in lockdown incidents
- Emergency or safety planning and/or supplies
- Safety and emergency preparedness

### Technology

- Funding for Information Services security and audit data protection districtwide
- Supplement the District Services technology budget to “right-size” the budget
- Technology to automate processes that are labor intensive.

### Facilities

- Supplemental budget for facilities improvement at all three campuses, but especially the NOCE Wilshire and Cypress Centers
- Funding for modernization of facilities outside of the bond program
- Best be spent on one-time things; ideally facilities including general gathering spaces
- Address ADA compliance
- Gathering spaces for students and adjunct faculty to access
- Infrastructure related to instructional space with innovative design that factors in technology and movement in the classroom
- Facilities; \$50 million is not enough to cover the ADA issues

### Students

- Funding to better address the basic needs of students (housing partnerships, etc.)
- Funding to support student needs on campus; everything that they need to be successful in the classroom
- Anything directly related to the classroom should have first priority
- Student needs – there is no place to address health issues for NOCE students who also face issues with transportation, housing, and childcare

### Other

- Funding for foundations to help them grow assets to help students
- Infrastructure for distance education
- Updating job descriptions which are outdated so that they reflect what staff are doing
- A districtwide organizational structure review
- Cover district expenditures that we are already incurring, but are not in the budget (extended day, operating allocations)

- Have a plan to address positions on soft money so that we can sustain the positions when a recession hits
- A method to connect with NOCE off-site campuses
- An NOCE alumni network

Discussion also included why Cypress College and Fullerton College receive similar allocations when Fullerton College is larger; why the allocations to the campuses are not proportionate to size; the campuses may be different sizes, but facilities needs are the same; to not dismiss the needs of NOCE because it is a noncredit institution; with the amount of available dollars, why the District is spending so little; whether there is an expiration date for use of the one-time funds; and clarification that the documented available figures from 19-20 through 21-22 represent a rolling number and not a \$195 million total.

Dr. Marshall concluded the discussion by noting that she would compile a list that would be shared with DCC, CBF, the campuses, and with the Board of Trustees.

## **POLICY**

**Policy Review Status and Schedule:** Chancellor Marshall provided a copy of the updated 6-year continuous review cycle policy schedule that was developed as a result of an accreditation finding. Also distributed was a handout that outlined the status of 2018-19 policy items and the schedule for 2019-20 items that will focus on Chapter 3 and any legal updates presented by CCLC. DCC will continue to use Teams to review and share feedback on proposed policy revisions. Dr. Marshall requested that members without a Teams log in contact the Chancellor's Office for assistance.

**Board Policy and Administrative Procedure Revisions – 6-year Review Cycle Revisions:** DCC reviewed the following board policies and administrative procedures with the following comments and feedback received:

- BP 2735, Board Member Travel: No comments.
- AP 2735, Board Member Travel: No comments.
- BP 3050, Institutional Code of Ethics: Members inquired why Section 2.2 was limited to federal awards, and staff noted that the language is based on the District's AP 2710, Conflict of Interest.
- AP 3050, Institutional Code of Ethics: No comments.
- BP 3100, Organizational Structure: No comments.
- AP 3100, Organizational Structure: Members asked why the campus academic senates are not listed on the organizational charts, and Chancellor Marshall stated that they only include reporting structures.
- BP 3200, Accreditation: No comments.
- AP 3200, Accreditation: No comments.
- BP 3225, Institutional Effectiveness: No comments.
- AP 3225, Institutional Effectiveness: Members inquired about the new language in Section 2.0, and Chancellor Marshall stated that the language is legally advised for districts that receive funds under the Student Success Act of 2012.
- BP 3250, Institutional Planning: No comments.
- AP 3250, Institutional Planning: No comments.

Subsequent to the discussion, there was **consensus to approve all of the administrative procedures and post them to the District website**, and to **approve all of the board policies and forward them to the Board of Trustees for their consideration**.

**Administrative Procedures – Content Revisions:** DCC reviewed and discussed proposed revisions to AP 4010, Academic Calendar that was revised to update the “Reference” section, update the days of instruction, and correct the President’s Day holiday. Subsequent to the discussion, there was **consensus to approve the administrative procedure and post it to the District website**.

**BP/AP 3900 Revisions:** The Public Affairs Department led a collaborative workgroup charged with updating BP/AP 3900, Speech: Time, Place, and Manner last year to outline free speech activities, distribution, and posting of printed materials on campus and District sites. The workgroup (which included legal counsel) crafted updated drafts of BP/AP 3900, which were introduced to DCC on March 25, 2019 for initial discussion. The revisions were prompted not just by accreditation, but also campus incidents.

In order to facilitate discussion about the draft policy and procedure, the District is hosting three free speech open forums this fall: one each at Cypress College, Fullerton College, and the Anaheim Campus. Dates, times, and location for all of the forums can be found on the District website, along with the drafts of BP/AP 3900, and an email form for feedback. Legal counsel will be present at the open forums to field questions. The suggestions that are received during the review process will be included in the drafts and they will then go through the shared governance process again. Dr. Marshall asked members to review the revised policies in order to have them genuinely reflect what is taking place at the campuses, and for students to weigh in on how they are being provided free speech opportunities.

During the discussion, members discussed where the free speech area at the Anaheim Campus is located; provided context regarding the campus incidents and outside organizations that also prompted the review; the need to have policies in place that are acceptable to the District and adhere to previous court decisions; the change in policy language which now highlights the restricted areas; the opportunity to have a conversation about what is legally actionable vs. what is just offensive; the need to further define the “substantial disruption” language; potential training for District and campus administration on what is protected and what isn’t; how the policy change would impact campus safety when tasked with enforcing it; and whether the changes would be included in standard operating procedures.

Dr. Marshall concluded the discussion by stating that both items would continue to be shared throughout the semester and would return to DCC after the open forums. Suggestions and ideas can be submitted via the District website and Kai Stearns Moore can also address any questions and concerns.

**ADJOURNMENT:** The meeting adjourned at 3:24 p.m.

**NEXT MEETING:** October 28, 2019