

**DISTRICT CONSULTATION COUNCIL**  
**November 28, 2016**

**SUMMARY**

**MEMBERS PRESENT:** Josh Ashenmiller, Dana Clahane, Cathy Dunne, Kassandra Flores, Adam Gottdank, Manjit Grewall, Tina Johannsen, Sharon Kelly, Cherry Li-Bugg, Deborah Ludford, Rod Lusch, Cheryl Marshall, Arturo Ocampo, Valentina Purtell, Greg Schulz, Bryan Seiling, Bob Simpson, Pete Snyder, Kai Stearns Moore, Olivia Veloz, and Fred Williams.

**VISITORS:** Dale Craig

**CONSENT CALENDAR & SUMMARY**

**Consent Items:** The agenda contained no consent calendar items for approval.

**Summary:** The summary of the October 24, 2016, meeting was approved as amended.

**STRATEGIC GOALS & PLANNING**

**District Enrollment Management Committee:** Chancellor Marshall reported that some names for representatives to the District Enrollment Management Committee (DEMAC) have been received. She also noted that the original Thursday meeting day for the group has been changed due to meetings conflicts. The DEMAC is now scheduled to meet at 3:00 p.m. on the first Monday of every month beginning on February 6, 2017.

**Institutional Effectiveness Partnership Initiative Visit:** Dr. Marshall shared that she has been in touch with Dr. Matthew Lee who will serve as the project lead for the District's spring semester Institutional Effectiveness Partnership Initiative (IEPI) visit. The District has submitted date options to Dr. Lee, along with "detailed treatment" of the District's areas of focus and supporting materials. She also noted that the District will coordinate with Fullerton College on their spring IEPI visit which will focus on institutional effectiveness.

**Strong Workforce Update and Timeline:** Vice Chancellor Cherry Li-Bugg reported that over 100 participants attended the Strong Workforce Summit to discuss the best use of the District's \$3.8 million allocation. She stated that campus proposals were due to the College Vice Presidents by November 25, while District-wide proposals are due to her office by December 9. A committee comprised of deans and faculty representatives will meet to identify proposals on December 19. The proposals will then be reviewed by Chancellor's Staff before being submitted to the State by the January 31 deadline.

**Promise Program Status:** Chancellor Marshall communicated that the District continues to work with Anaheim Union High School District (AUHSD) and California State University, Fullerton (CSUF) on promise program efforts. Additional information related to state funding for promise programs is expected in December, with grant applications potentially due in January/February 2017. She asked that those interested in participating in the development of a promise program contact her.

**Budget Update:** Vice Chancellor Fred Williams provided a brief budget update due to the minimal activity at the State level. He noted the following: 1) workforce funding has not yet been included in the budget; 2) tax revenues are not coming in as strong as expected and therefore augmentations are not expected; 3) SSSP funding has come in, and budget adjustments will be presented at the next Board meeting; and 4) the District's annual audit yielded no audit adjustments.

**Subcommittee Report: District Curriculum Coordinating Committee:** Dr. Li-Bugg provided a DCCC subcommittee report where she noted that the committee has focused on the routine work of approving curriculum, and have not discussed curriculum-related issues like dual enrollment.

**DCC Retreat:** The DCC retreat is scheduled for Friday, December 16 in Room 105 of the Anaheim Campus. Chancellor Marshall polled the group for discussion topics, and received the following feedback: Promise Program; DEMAC; Integrated Planning; Intra-District Pathways; and Winter Intersession.

## **OPERATIONAL REVIEW**

**NOCCCD Decision Making Resource Manual:** Vice Chancellor Li-Bugg presented the updated NOCCCD Decision Making Resource Manual to reflect the addition of the District Enrollment Management Advisory Committee (DEMAC) as a new organizational group. Additional updates included: 1) the alphabetical listing of organizational groups; 2) hot links to policy references; 3) a district-wide meeting calendar; 4) page references; and 5) corrected meeting dates. Council members were asked to send recommended changes to the Decision Making Resource Manual to Dr. Li-Bugg for incorporation. The document will return to the January 23 DCC meeting for consideration and approval.

## **POLICY**

**Adjunct Faculty Hiring Procedures Task Force:** Pete Snyder, Fullerton College Faculty Senate President, introduced discussion on the need to have additional faculty representation and dean participation on the recently formed Adjunct Faculty Hiring Procedures Task Force in order to better inform the group's work. During the discussion, questions were also raised about Adjunct Faculty United and United Faculty representation, and the need to include additional deans to the Task Force's composition. Chancellor Marshall stated that she would revisit the Task Force composition with Vice Chancellor Irma Ramos and provide an update at a later date.

**Proposed Revisions to BP/AP3280, Grants:** Dana Clahane, United Faculty Vice President, recommended changes to Board Policy and Administrative Procedure 3280, Grants. Dr. Clahane stated that the grants approval process and concept paper procedure addressed in BP3280 needed clearer delineation and due process for concept paper authors and grant proposals. He expressed frustration that the current process offers no recourse for those concept papers that are denied by campus administrators or those that receive no response. In the ensuing discussion, Dr. Clahane shared: that a process needed to be in place that would differentiate between volunteer time to pursue grants and those grants that have a financial impact on the institution; to consider approval of concept papers by the Chancellor; the need for anonymity/confidentiality during the grant proposal vetting process; the need to require a timely response from administration; and a justification for denial of grant proposals.

During the discussion it was suggested that an examination of campus practices take place first since the ideas envisioned by grant proposals have a greater impact on the College, not the District, and must align with the College's goals, mission, and purpose. It was further suggested that recommendations be brought to the District Grants and Resource Development Committee which is tasked with determining best practices related to grants. Dr. Marshall recommended: 1) the Colleges take a look at best practices, 2) the development of a process flow chart, and 3) Dr. Li-Bugg provide District-level recommendations, all in preparation for discussion at a Spring DCC meeting.

## **OTHER ITEMS**

**Board Policy Manual:** Chancellor Marshall distributed copies of the Association of Community College Trustees (ACCT) publication, "Your Board Policy Manual: A Never-Ending Story" which was referenced by Trustee Barbara Dunsheath at a recent Board meeting.

**ADJOURNMENT:** The meeting adjourned at 3:13 p.m.