Yosemite Community College District

District Council Meeting Minutes
Gene Bianchi Community Center, Conference Room 1
January 25, 2017

Members Present: Michelle Christopherson, Angela Fairchilds, Wendy Griffiths-Bender, Siegfried Guentensperger, Jane Harmon, Wendy Long, Curtis Martin, Debbi Partridge, Jim Sahlman, Jill Stearns, Klaus Tenbergen

Members Absent: none

Other's Present: Al Alt, John Black, Coni Chavez, Dan Duffy, Gina Leguria, Brian Sanders, Sarah Schrader, Teresa Scott, Trevor Stewart, James Todd, Graciela Molina (recorder)

Meeting called to order at 3:05 p.m. in Oakdale at the Gene Bianchi Community Center, Conference Room 1.

1. Approval of Minutes of the Meeting of November 16, 2016 – Jane Harmon
   A motion to approve the minutes of the meeting of November 16, 2016, as amended, was made by Michelle Christopherson and seconded by Wendy Griffiths-Bender. District Council members approved the minutes with a vote of all in favor.
   Ayes: (10) Michelle Christopherson, Angela Fairchilds, Wendy Griffiths-Bender, Siegfried Guentensperger, Wendy Long, Curtis Martin, Debbi Partridge, Jim Sahlman, Jill Stearns, Klaus Tenbergen
   Nayes: (0)
   Abstain: (1) Jane Harmon

2. Human Resources – Gina Leguria
   Vice Chancellor of Human Resources Gina Leguria provided the HR update:
   a. Update on Chancellor Search – Chancellor Search announcement and timeline has been set by the Board, process is moving forward.
   b. Equal Employment Opportunity (EEO) Training Videos – EEO Training Videos have been launched thanks to efforts from Human Resources and Public Affairs; the videos are approximately 18 to 20 minutes long. A link to the video will be sent to hiring committee members needing updated training; approval of certification will be provided instantly following completion of the training.
   c. Equity monitors for recruitment – A training program is almost ready to go; additional research on monitors and benchmarking will be conducted; more information to come.
   d. Retirement sessions – Human Resources (HR) is looking to streamline the retirement process for employees; CalSTRS and CalPERS staff work with YCCD employees seeking to retire. Discussions are taking place and HR is working on a document that would be helpful for those who are planning to retire. HR is also looking at holding a retirement session to gauge how HR can be of service.

Three employee development activities were highlighted:
   e. Wellness Fair (March) – Save the date for a district-wide wellness fair being paired with the SISC screening day at the various sites (MJC West/District, MJC East and Columbia College). Sign-ups for the screenings will be accepted online; SISC continues to provide incentives. Health fitness and wellness are the focus.
   f. FUN committee (May) – The committee is planning this year’s YCCD Picnic for a day in May at the AG pavilion, more information to come.
g. **International Festival (October)** – HR is looking to promote an activity in October in an effort to create awareness - promoting equity and diversity, celebrating cultures and unity; the idea is still in development and a call will be made for volunteers.

3. **Fiscal Services – Teresa Scott**

   a. **2017-2018 Budget Proposal** – Executive Vice Chancellor Teresa Scott provided an overview of the Community College Budget Proposal, Governor’s January Budget, for 2017-2018. The Governor’s 2017-2018 budget marks the beginning of the annual Budget process. Overall, the Governor’s 2017-2018 State Budget proposal provides over $400 million in additional funds for the California Community College System. A review was provided of General Apportionments estimates for both the State Proposal and YCCD estimates. On-Going Funding included: 1.48% COLA, 1.34% Growth, and a Base Apportionment increase of $342,200. One-Time Grant Funding has not yet been estimated. One-Time Funding included: Deferred maintenance and the Prop 39 Energy Program. An added notation was that the Governor has not proposed any funding increases for the SSSP, Equity, Basic Skills or Strong Workforce Programs.

   b. **FTES Update** – First census just completed. The last four years the District has reached target by rolling FTES, holding our target and not receiving any new revenue. Stability was discussed, where the state reduce FTES and revenue by the amount of FTES short. The YC CD has not had to do this, but may need to have a discussion regarding this topic. Teresa Scott highlighted the rollback number. She stated that we report FTES in January, April, and July.

   Interim Chancellor Jane Harmon discussed enrollment management and planning. The focus is growth and suggested looking at accelerated degree programs and making them available on Fridays and Saturdays. James Todd suggested working more collaboratively in engaging as a Leadership Team. Discussion ensued regarding removing barriers for students, student exit surveys for student who drop classes, review website annually to ensure user friendly access. President Jill Stearns reported that the third leg of the Title V Grant focuses on reducing barriers.

4. **IT Update – Dan Duffy**

   Dan Duffy, Interim Vice Chancellor for Information Technology provided the following updates.

   a. **Update of key IT Projects**

      1. Completed oracle database migration.
      2. Moving forward with new student and employee portals based on Microsoft Share Point; rollout is scheduled in the spring for faculty/employee/staff then August 1st for the student portal; one site for the students will allow them to view open classes at both colleges.
      3. Ellucian Mobile platform provides easily accessible information for students regarding the campus, an option to pay bills, register for classes, interact with the institution all using their mobile application, available for Kindle Fire, iOS, and Android.
      4. CROA reporting solutions was previously put on hold and now being revisited; moving forward with discussion to determine a single reporting
solution or if the need is to have multiple reporting solution options to provide the right tool for the various programs on campus.

5. Student Success Project – Hobson's Starfish, the early alert identification system and degree planning timeline, is set for April 2017. The system will be up and running, available to counselors for assistance with May 2017 courses. Both functions will be enabled.

6. Learning Management Systems – A reminder to faculty that spring 2017 is the final semester for Blackboard (learning management system); at the end of spring a backup will be made and stored for historical purposes. Beginning fall 2017 Canvas will be the only system available.

7. Blackboard Waterfall Emergency Notification Systems is moving forward; Director of District Security, Compliance & Emergency Preparedness John Black is leading this project; information text email and phone messages will be sent to all students; an opt-out system will be in effect for the system.

8. Four systems refresh plans are in need of development. Dan Duffy is leading the charge to develop the computer refresh plan, computer lab refresh plan, networking refresh plan and classroom refresh plan; these do not exist today and will require funding. Faculty input will be sought to understand the need at the campuses; constituency groups can direct members to Dan Duffy; meetings and conversations will be scheduled. Proposals will be submitted to District leadership.

b. Update IT Service Desk Redesign – IT is looking at identifying short how-to-videos to provide information to all staff.

c. Update on District Reporting Tool suite (Cogos, Crystal, CROA, etc.) – see CROA update above.

d. Update on District Technology Advisory Committee – Looking at relaunching this committee in a different format learning from the benefits and challenges that the committee previously faced. Their focus will not be developing the IT Plan; a Ferrilli consultant will assist the District in writing of the IT Plan.

Following the update, discussion ensued regarding Datatel, the Elluican Portal and the self-service student module. Central Services IT and the Vice Presidents of Student Services will be testing student module.

5. Public Affairs – Coni Chavez
   a. Board Policy – 1st Reading

   1. 3570: Smoking
   2. 3-8002: Citizens Advisory Committee
   3. 3-8016: Lost and Found Property
   4. 3-8024: Energy Management
   5. 3-8025: Maintenance of Buildings and Property
   6. 3-8026: Temporary Facilities
   7. 3-8030: Copyrights-Computer Software
   8. 3-8032: Privately Owned Transportation
   9. 3-8033: Safety in District Vehicles
   10. 3-8035: Display of District Flags
   11. 3-8069: Outside Speakers
   12. 3-8071: Populations Served
Feedback was provided regarding Policy 3570, and discussion ensued regarding engaging in college conversations regarding moving to non-smoking campuses. Recommendations will be made for review at the 2nd Reading.

6. Report on Cross College Conversations and Columbia’s Innovations Grant submission – Wendy Griffiths-Bender/Curtis Martin/Brian Sanders

Vice President of Instruction Brian Sanders reported that a couple of weeks ago there was a discussion with staff from both campuses regarding improving classes being offered by both campuses. The student portal will assist in cleaning up changes and also resolve some of the issues that students are experiencing. Part of the discussion is transcripting district-wide; accommodating financial aid with students registered at both colleges was discussed. A big component will be renumbering courses/moving to a common numbering system between campuses. By not promising a common numbering scheme, we take a risk not being funded; currently being sought is buy-in for the unifying scheme across both colleges. Some concerns were raised, however the grant proposal is moving forward. It was stated that this type of project will assist in bringing enrollment to the District. Vice President of Student Services James Todd inquired about commitments moving forward with respect to viability procedure, accreditation, etc. In changing the numbering system, permission from State Chancellor is not needed to move forward; this is a big mapping project for articulation support. Discussion ensued regarding challenges. Moving forward with the intra-campus project, additional support is needed. The change discussed will make both colleges an easier choice for the market.

7. District Council Charge – Jane Harmon/Michelle Christopherson

Michelle Christopherson asked to bring this item forward asking for more meaningful discussion at the District Council meetings. DC members agreed that the dialogue that occurred today’s meeting is what the group would like to see more of. A suggestion to use the RACI Model for discussions was made. It was agreed to continue statement of principles discussion for the next meeting.

Discussion ensued regarding District Administrative Council being renamed to District Administrative Cabinet.

8. Other Business
   a. Agenda Items for next meeting February 22, 2017
      1. Safety discussion
      2. Enrollment Management
      3. District Council Charge (Statement of Principles)
      4. Policies

The District Council meeting adjourned at 4:53 p.m.