Members Present: Michelle Christopherson, Debbi Partridge, Jim Sahlman, Teresa Scott (for Joan Smith), Siegfried Guentensperger, Klaus Tenbergen, Wendy Griffiths-Bender

Members Absent: Joan Smith, Jill Stearns, Angela Fairchilds, Wendy Long, Curtis Martin

Other’s Present: Al Alt, Coni Chavez, Dan Duffy, Teresa Scott, Gina Leguria, James Todd, Melissa Raby, Brian Sanders, Graciela Molina (recorder)

Meeting called to order at 3:08 p.m. in Oakdale at the Gene Bianchi Community Center, Conference Room 1.

1. Approval of Minutes of the Meeting of October 26, 2016 – Joan Smith
   A motion to approve the minutes of the meeting of October 26, 2016, was made by Wendy Griffiths-Bender and seconded by Michelle Christopherson. District Council members approved the minutes with a vote of all in favor.
   Ayes: (6) Michelle Christopherson, Debbi Partridge, Jim Sahlman, Teresa Scott (for Joan Smith), Siegfried Guentensperger, Klaus Tenbergen
   Nayes: (0)

2. Human Resources – Gina Leguria
   Vice Chancellor of HR Gina Leguria provided the HR update:
   a. CEQA Conversion: Conversion is completed and verifying data.
   b. EEO Training: Video EEO Training will be available. This project will assist in getting staff trained in real-time, and certified to serve on hiring committees. Post production in the next two weeks. Special EEO training will take place at Columbia College mid-December/early January, per their request due to current need.

3. Fiscal Services – Teresa Scott
   a. District Audit: The Audit Exit Conference took place with two Board of Trustees and auditors on Monday, November 14th. An audit finding in Information Technology is being addressed. Reports on the General Fund Audit will be delivered to the Board, receiving clean opinions.
   b. Budget Amendments: An amendment to the budget will be forwarded to the Board of Trustees for their approval at their December regular meeting.
   c. FTES: Colleges are not seeing growth; not taking money out of state apportionment. Statewide growth for next year is projected at 2%. Discussion ensued regarding current efforts to increase FTES. Statewide FTES averages are either flat or down; CBO’s throughout the state are looking at the growth formulas; reviewing data and facts beyond “growth” to see if there are other ways to generate funding. Vice President James Todd expressed some optimism at MJC for the summer enrollment. Discussion ensued regarding AB288 agreements, SB1391, and faculty hiring prioritizations.
4. IT Update – Dan Duffy  
   a. **District Office Building:** Office moves are completed and were successful transitions.  
   b. **Ellucian Colleague & Database Migration:** IT is on target for migrating from Oracle to CEQA during the Thanksgiving break; the system will be down during the period of November 23rd through November 29th at 8am; complete sign-offs are expected by the end of the day. A notification that systems will be unavailable and servers will be down will be made. Any issues that arise by end users should be routed to Mindy Jasperson who has served as the project manager on the migration project.  
   c. **Faculty side:** Aspects regarding blackboard, a cleanup needs to occur as we are currently over quota; on December 21st old courses will be removed from the system. IT is on target to move over to Canvass; Spring Semester 2017 will be last semester where data will exist in both systems. Discussion ensued regarding publishing of information.

5. Public Affairs – Coni Chavez  
   a. **Board Policy – 2nd Reading**  
      1. 3050: Institutional Code of Ethics  
      2. 3100: Organizational Structure  
      3. 3200: Accreditation  
      4. 3250: Institutional Planning  
      5. 3280: Grants  
      6. 3300: Public Records  
      7. 3310: Records Retention and Destruction  
      8. 3410: Nondiscrimination  
      9. 3440: Service Animals  
     10. 3500: Campus Safety/Security  
     11. 3516: Registered Sex Offender Information  
     12. 3520: Local Law Enforcement  
     13. 3550: Drug Free Workplace  
     14. 3600: Auxiliary Organizations  
     15. 3810: Claims Against the District  
     16. 3-8001: Public Communications  
     17. 3-8028: Fees for Duplication of Material  

District Director of Public Affairs Coni Chavez reviewed the above mentioned policies. Feedback from DC membership was provided regarding policies: 3300, 3310, 3410, and 3550. Additional recommendations can be submitted to Chancellor Joan Smith and Coni Chavez. These policies will go forward in the process and be moved to the Board for a 1st reading.

6. December Meeting – Teresa Scott/Gina Leguria  
The next meeting of the District Council was scheduled for December 21, 2016. Following a quick polling of District Council membership, it was decided that the meeting would continue only if there was items that needed immediate attention; otherwise the meeting would be cancelled until the January 25th DC regular meeting.
7. Other Business
   a. Achieving the Dream – James Todd
      MJC Vice President James Todd shared that the Achieving the Dream meeting was a good experience; the group visit twice a year in addition to attending a conference; they assist in focusing/having those hard conversations that look at tracking and reviewing accountability. They are impressed with the Institutional Research information available on the website; and also with the capacity that has been built. The team is looking at indicators to focus on student success issues; they have proven their worth in evaluating the indicators.

   b. Champions of Change – Debbi Partridge
      CSEA President Debbi Partridge reported the Champions of Change will have a follow-up reunion; she has been invited back to Washington, D.C. on December 5.

The District Council special meeting adjourned at 4:03 p.m.