

COAST COMMUNITY COLLEGE DISTRICT District Consultation Council Meeting Summary

November 18, 2013

CALL TO ORDER

Cabinet members present were:

Lori Adrian, President, Coastline Community College
James Andrews, representing Vice Chancellor, Human Resources
Denise Cabanel-Bleuer, President, Academic Senate, Orange Coast College
Gregg Carr, Academic Senate President, Golden West College
Kristin Clark, representing President, Orange Coast College
Andy Dunn, Vice Chancellor, Finance and Administrative Services
Rachel Gajardo, Student Representative, Orange Coast College
Pedro Gutierrez, Academic Senate President, Coastline Community College
Andrew Jones, Chancellor
Bill Kerwin, representing Vice Chancellor of Finance and Administrative Services
Dean Mancina, President, Coast Federation of Educators
Connie Marten, Chair, Classified Connection, Golden West College
Ann Nicholson, President, Coast Federation of Classified Employees
Andreea Serban, Vice Chancellor, Educational Services & Technology
Sophia Sourivong, Student Representative, Coastline Community College
Sandy Whiteside, Classified Senate, Orange Coast College

Also in attendance were:

Martha Parham,
Nancy Sprague, Executive Assistant to the Chancellor

Board Policy and Administrative Procedure Review

Discussion:

- **Vice Chancellor Serban, Administrative Director Andrews, and Risk Services Manager Kerwin** reviewed the Board policies and administrative procedures for their respective areas.

Chapter 3. General Institution

For approval

BP 3900 Speech - Time, Place, Manner – Revision

AP 3900 Speech - Time, Place, Manner - New

Chapter 4. Academic Affairs

First reading, for approval at the December 2, 2013 DCC meeting

BP 4030 Academic Freedom – Revision (replicates existing contract language)

BP 4060 Delineation of Functions Agreements – Revision

BP 4100 Graduation Requirements for Degrees and Certificates-Revision

Action Note: Administrative Procedure to be developed in Spring 2014

BP 4106 Nursing Programs – New

Action Note: Golden West to review

BP 4110 Honorary Degrees – Revision

BP 4902 Home College Concept – Propose eliminating this policy

Action Note: Eliminate BP 4902 and develop Administrative Procedure to go with BP 4020, Program, Curriculum, and Course Development

Chapter 5. Student Services

First reading, for approval at the December 2, 2013 DCC meeting

BP 5010 Admissions and Concurrent Enrollment – Revision

Action Note: College Admission & Records to review, especially as related to K-12 students

BP 5050 Student Success and Support Program – Revision

Action Note: Administrative Procedure under development and expected to be completed in January or February 2014

BP 5051 Model District Policy on Matriculation – Delete this policy

Chapter 6. Fiscal Affairs

First reading, for approval at the December 2, 2013 DCC meeting

BP 6322 Employee Indemnity Bonds

AP 6322 Employee Indemnity Bonds

BP 6325 Payroll

Action Note: Add reference to BP 7110, Delegation of Authority

AP 6325 Payroll

AP 6305 Reserves

For approval

BP 6700 Civic Center and Other Facilities – Revision

AP 6700 Civic Center and Other Facilities Use – New

BP 6970 Environmental Responsibility – Revision

BP 6990 Removal of Barriers to the Disabled – Revision

Action Note: Add verbiage to include student, employees, and the visiting public

Chapter 7. Human Resources

For approval

BP 7125 Verification of Eligibility for Employment

AP 7125 Verification of Eligibility for Employment

BP 7130 Compensation

Action Note: Modify language that provides for application of provisions of collective bargaining agreements, where applicable, and that the Board establishes the salary rate for the Vice Chancellors and College Presidents *at the recommendation of the Chancellor.*

BP 7140 Collective Bargaining

BP 7212 Temporary Faculty

BP 7216 Academic Employees: Grievance Procedure for Contr. Decisions

BP 7233 Claims for Work Out of Classification

AP 7233 Claims for Work Out of Classification

BP 7234 Overtime

Action Note: Incorporate language submitted by **Ann Nicholson**

AP 7234 Overtime

BP 7260 Classified Supervisors and Managers

Action Note: Added one year probationary period

BP 7310 Nepotism

AP 7310 Nepotism

BP 7330 Communicable Disease

AP 7330 Communicable Disease

BP 7336 Certification of Freedom from TB

AP 7336 Certification of Freedom from TB

BP 7337 Fingerprinting

AP 7337 Fingerprinting

BP 7341 Sabbaticals

Action Note: Consider adding bond waiver language

AP 7341 Sabbaticals

Action Note: Recommended for deletion as salient details addressed in collective bargain agreement, which is referenced in BP 7341

BP 7342 Holidays

BP 7346 Employees Called to Military Duty

Action Note: Include adherence to federal laws.

BP 7350 Resignations

Action Note: Add reference to BP 7110

AP 7350 Resignations

Action Note: Limit rigidity by incorporating flexible language and allow manager discretion with recommendation of the Chancellor

First reading, for approval at the December 2, 2013 DCC meeting

BP 7126 Applicant Background Checks

AP 7126 Applicant Background Checks

BP 7343 Industrial Accident and Illness Leave

AP 7343 Industrial Accident and Illness Leave

Schedule for Review of Board Policies and Administrative Procedures

Discussion:

- **Vice Chancellor Serban** informed that the four-year policy-review plan is almost completed and is expected to be available at the December 2 DCC meeting.

Distance Education – Jurisdictional Issue

Discussion:

- **Chancellor Jones** referenced a handout he prepared that announced a grant to fund a national initiative that will make distance education courses more accessible to students across state lines, as well as making it easier for states to regulate and institutions to participate in interstate distance education. He informed that several years ago, some institutions wanted to generate additional revenue streams using distance education across state lines, but it meant meeting distance education requirements for each individual state. He suggested our colleges may want to take another look at moving forward with this, as we await reaction and engagement from the State Chancellor's Office.

Full-time Faculty Hiring Plan

Discussion:

- **Chancellor Jones** recapped the outcome of the October 7, 2013, expanded DCC meeting that focused on full-time faculty hiring and extensive supporting data, in which it was decided that this year's hiring process was too far along in its progression to implement the new process, but would incorporate it in spring 2014.
- In a discussion to explore different funding models for full-time faculty, **Chancellor Jones** offered forming a subcommittee, possibly through the District Budget Advisory Committee (DBAC).

Action:

- **Chancellor Jones** announced a timeline to look extensively at the faculty hiring data after the winter holidays, in an effort to:
 - Develop an action plan
 - Appoint a subcommittee

- Produce a plan by April 2014 for 2015
- Implement a plan for 2015 by the end of May.
- At the request of **Pedro Gutierrez**, data will be modified to reflect a breakdown by discipline instead of by TOP code.
- **Chancellor Jones** asked the Academic Senate Presidents to provide him with feedback to his proposed timeline/plan.

11-18-13 District Budget Advisory Committee (DBAC) Update

Discussion:

- **Vice Chancellor Dunn** announced that DBAC met on November 14 and reviewed the origins, charge, and mission of the group, as well as noting the distinction about budget advising without infringing on the rights of collective bargaining units. The budget calendar was reviewed and matched with proposed meeting dates.

Other:

- **Bill Kerwin** announced that a Risk Services survey is circulating in an effort to assess department support and services to colleges, and would appreciate a response.
- **President Adrian** informed that the Department of Education is conducting hearings about the federal scorecard rating, which would have a tremendous negative impact if approved for 2016. Feedback can be given on their website. She also advised that Coast is co-sponsoring the 2014 League for Innovation conference, March 2-5, in Anaheim. The League is a consortium of colleges that focus on educational innovations and practices, technology, and pedagogy. Faculty presentations are encouraged; the call for presentation closes December 16. A link can be found in the Chancellor's News Brief. Volunteers to assist at the event are also welcome.
- **Sophia Sourivong**, Coastline's ASG President, reported that Coastline is recruiting more people and opening more clubs, and is starting an honor society and Young Liberties for America organization.
- **Denise Cabanel-Bleuer** stated that this is national geography awareness week; talks are scheduled on campus.
- **Vice Chancellor Hirsh** expressed appreciation for the work, open mindedness, and creativity of collective bargaining unit colleagues while working on evaluations.
- **Pedro Gutierrez** advised that he attended a regional curriculum committee last week, which included the topics of repeatability of courses and credit vs. non-credit courses.
- **Chancellor Jones** mentioned an article he had forwarded about not-for-credit MOOC courses.

The meeting adjourned at 10:12 a.m.

Next Meeting Date:

December 2, 2013, 8:30 a.m.

Coastline Community College

College Center, Fourth Floor Conference Room

Recorded by Nancy Sprague