



**District Participatory Governance Council Minutes**  
**Monday, March 5, 2018**  
**SMCCCD Board Room**

**Members Present:** Mitch Bailey (Co-chair), Leigh Anne Shaw (Co-chair), Kathryn Browne, Juanita Celaya, Michelle Chee, Colby Riley, Jeri Eznekier, Michele Hagggar, Teeka James, Luis Mendez, Alfredo Olguin, Jr., Megan Rodriguez Antone, Amirah Tulloch, Jeremy Wallace, and Andreas Wolf

**Members Absent:** Anya Arnold, Melina Boyd, Peter Bruni, John Cuevas, and Diana Tedone,

**Others Present:** Tom Bauer, Alys Domalanta, and Jose Nunez

**1. Call to Order (Quorum)**

The meeting was called to order at 2:20 p.m.

**2. Statements from the Public on Non-Agenda Items**

Ms. Shaw welcomed Amirah Tulloch, At-Large Student Representative; followed by introductions of all present.

**3. Review and Approval of Minutes from February 5, 2018**

It was moved by Mr. Wallace and seconded by Mr. Wolf to approve the minutes from the February 5, 2018 meeting. The motion passed unanimously with the following corrections:

- Change member name from *Riley Colby* to *Colby Riley*.
- Item 4a, paragraph 6 – Include reference to the fact that the State Chancellor’s Office has not released the data tables for calculating the new formula projections.

**4. Informational/Discussion Items**

**A. Capital Improvement Program Update**

Mr. Nunez gave a presentation on the District’s Capital Improvement Plan Phase 3 (CIP3), which updated the Council on the various projects underway across the District.

Mr. Bailey complimented Mr. Nunez and his team for the work that they do for our District. He said that we are very fortunate to live in the community that we do because a lot of districts don’t have the same level of community support that we do at our District. We have state-of-the-art facilities for academic learning and community convening spaces; looking at other colleges their deferred maintenance is significant. Our community has been very generous by paying for 3 bonds totaling ~\$1B bond to support our institutions. All bond dollars are required by law to be spent on facilities; funding can’t be diverted to salaries or other institutional needs.

Ms. Rodriguez announced Cañada College’s Groundbreaking Ceremony of the Science & Technology Building #23 that will be held on March 6, 2018 at 2:30 p.m. in Parking Lot 1A.

Ms. Celaya asked for clarification on the Fire Science Program taking over all of Building 34; the timeline is approximately in 5-years. IT will be going in lower Building 9; what will happen to KCSM that is already in the lower level of Building 9? Mr. Nunez said that College of San Mateo administration would be able to address the operational questions.

The Council also discussed, based on the information provided by Mr. Nunez about the shortage of skilled trades workers, how the District might explore opportunities to develop academic programs for in-demand skilled trades. It was suggested that the District Academic Senate might be the most appropriate forum to begin this discussion.

## 5. Board Policies for Final Review

*The following policy was presented for approval; polling resulted in all members at the (a) level ("I support the recommendation completely") and the recommendations **will be forwarded** to the Board of Trustees for action:*

- A. **1.30 – Compensation of Board Members** (Reference: Attachment #02)  
One minor edit to reference vision insurance as a benefit was added.
- B. **2.21 – Policy on Professional Ethics** (Reference: Attachment #03)  
Changes reflected the inclusion of the newly developed Classified Employees Statement of Ethics.
- C. **2.55 – Emergency Response Plan** (Reference: Attachment #04)  
No edits were suggested to this policy. Mr. Bailey said that an Emergency Manager has been hired and will start within the next couple of weeks.
- D. **2.80 – Recognition: Honorary Degree: Presidential Medallion; Naming of Facilities** (Reference: Attachment #05) - No edits were suggested to this policy.
- E. **8.38 – Gifts and Donations** (Reference: Attachment #06)  
Item #5 changes reflect contributions, *as received*, along with a title change from *Major Gifts Officer* to *Manager*. After Council discussion, *KCSM-FM* will be added for clarity.

In response to Ms. Browne's question, Mr. Bailey said that the KCSM TV station has been sold to KRCB in Santa Rosa, we are waiting on FCC approval for the license transfer. Clarification was given that the lawsuit and sale are two different actions; the lawsuit is still pending. The Board has not had discussions on how the proceeds will be spent; the TV station was sold for ~\$12M. The District still owns the radio station.

The above noted policies will be taken to the Board for their consideration.

## 6. Board Policies for First Review

- A. **2.36 – Use of Student E-Mail Addresses** - (Reference: Attachment #07)  
Mr. Bailey reviewed the suggested changes in BP 2.36. Conversations have been held regarding the appropriate use of e-mail to students. E-mail is 'a' tool to communicate with students but not 'the' tool to communicate with students. We want to communicate with students in the most appropriate manner.

The Marketing Directors (PIOs) are on the front lines of processing information on a daily basis. They want to make sure that messaging is consistent and appropriate (official message from SMCCCD), remove any duplication of messages, and determine who should be sending e-mails to students.

Mrs. Rodriguez Antone gave a brief update on public information that is generally sent from Cañada College. Input was given by the students regarding GWA mail and notifications.

Comments/Suggestions:

- Have a different e-mail heading when messages are sent out.
- Too many e-mails (Canvas) and not enough e-mails (Key Deadlines)
- Beware of too much text within the e-mail message.
- Discussions are being held to change the messaging system from GWA mail to another system.
- In Item #3 in the proposed policy regarding mass e-mails, add *h. key deadlines*.

Item #6 – Clarification was given that we don't want students to opt-out of communication because there is important information we want students to be able to receive.

Item #7 – Mr. Bailey said that he will strike out '*.....by the Department of Public Safety*'.

- B. **2.52 – Local Law Enforcement** – (*Reference: Attachment #08 – Passed out during DPGC Meeting*)  
Item #1 - Remove '*Each College in.....*'

Mr. Bailey will update the above listed policy changes and will resend to Council members.

## **7. Closing Remarks/Agenda Building**

The April Council meeting will be the last meeting for new policies.

## **8. Adjournment – 3:45 p.m.**