

District Participatory Governance Council
Meeting Agenda
September 17, 2018 | 2:15 p.m.
District Office – Board Room

- 1. Call to Order/Establish Quorum**
- 2. Statements from the Public on Non-Agenda Items**
- 3. Introduction of Members**
- 4. Welcoming Remarks from Chancellor Galatolo**
- 5. Action Items**
 - A. Review and Recommend Edits (if needed) to DPGC Policy (*Attachment #01*)
 - B. Review and Approval of Minutes from March 5, 2018 (*Attachment #02*)
- 6. Informational Items**
 - A. District Budget Update
 - B. Board Policies for Additional Review
 1. 2.36 – Use of Student Email Addresses (*Attachment #03*)
 2. 2.52 – Local Law Enforcement (*Attachment #04*)
 - C. Board Policies for First Review
 1. 2.03 – College Presidents (*Attachment #05*)
 2. 2.09 – Categories of Employment (*Attachment #06*)
 3. 2.10 – Selection Procedures (*Attachment #07*)
 4. 2.12 – Employee Rights and Protection, Domestic Partner Rights, and Whistleblower Protection (*Attachment #08*)
 5. 2.13 – Dissemination of Employee Information (*Attachment #09*)
 6. 2.15 – Collective Bargaining (*Attachment #10*)
 - D. Notes from April 16, 2018 Meeting (*Attachment #11*)
 - E. Notes from May 7, 2018 Meeting (*Attachment #12*)
- 7. Closing Remarks/Agenda Building**
- 8. Adjournment**

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.08 (BP 2510)**

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 2.08 District Participatory Governance Process
Revision Date: 3/13; 1/17
Policy References: Education Code Section 70901.2; Title 5 Sections 53200-53206, 51023.5 and 51023.7; ACCJC Accreditation Standards IV.A and IV.D.7

1. In order to provide an opportunity for students, staff, and faculty to participate effectively in District governance, the Board of Trustees of the San Mateo County Community College District hereby establishes a District Participatory Governance Council (DPGC).
2. Nothing in this policy shall be construed to impinge upon the due process rights of students, faculty or staff, nor detract from any negotiated agreement between collective bargaining representatives and the Board of Trustees.
3. The Board respects agreements between the Academic Senate and collective bargaining representatives as to how they will consult, share or delegate among themselves the responsibilities that are or may be delegated to the Academic Senate by the Education Code or Title 5.
4. Governance is defined as those institutional structures and processes for decision-making and communications that engage students, staff, faculty, and administrators relative to the mission and values of the District.
5. The Board of Trustees is committed to a participatory governance system which ensures faculty, staff and students the right to participate effectively in district and college governance and the opportunity to express their opinions at the campus and District levels and to ensure that these opinions are given every reasonable consideration.
6. The purpose of the District Participatory Governance Council is to advise the Board of Trustees, through its designee, the Chancellor, on the following matters:
 - a. Procedures for faculty, staff, and management hiring and equal employment opportunities
 - b. Periodic review of the District Participatory Governance Council policy
 - c. Planning for Districtwide professional development activities
 - d. District budgeting, finance and planning
 - e. Changes to or the addition of locally determined student fees
 - f. Educational and facilities master planning processes
 - g. Board policies that directly affect faculty, staff and students of the District, as determined by the District administrator responsible for Board Policies, in conjunction with the DPGC co-chairs. All other Board policies will be brought to the DPGC as information items.

In addition to these items, any Council member may, after consultation with the DPGC co-chairs, place informational or advisory items on the agenda.

BP 2.08 District Participatory Governance Process (Continued)

7. The DPGC makes decisions democratically by polling appointed members to determine if general agreement has been reached, based upon the following levels of responses:
 - a. I support the recommendation completely.
 - b. I support the recommendation with reservations.
 - c. I cannot support the recommendation.

A recommendation will be forwarded to the Chancellor when 60% of members present are at any one level. Any member of DPGC can submit a brief rationale for his or her vote which will accompany the recommendation to the Chancellor and the Board of Trustees.

8. The District Participatory Governance Council membership is twenty (20) representatives with (5) representatives from Faculty, Administration, Classified, and Student constituencies, and specifically includes:
 - a. Faculty (5): the District Academic Senate President, the three Academic Senate Presidents of each college or designees, and the AFT president or designee.
 - b. Administration (5): one Manager appointed by the President of each college, one appointment from the District office chosen by the Chancellor, and one non-represented member. The non-represented member is appointed by the Chancellor and represents non-union associated employees and can be either classified or administrative.
 - c. Classified (5): the CSEA President or designee, the AFSCME president or designee, and three additional classified representatives appointed by CSEA.
 - d. Students (5): the three Associated Students Presidents or designees from each college, the Student Trustee, and one at-large member.
 - e. Council Chair: The Council will be served by co-chairs, namely, the District Academic Senate President and the District administrator appointed by the Chancellor in (b.) above.

9. Term of Appointments: Membership appointments for students are for one semester and may be continued from semester to semester. Membership appointments for all other constituent groups are for one year and may be continued.

10. A quorum for a meeting is as follows:

- a. Presence of fifty percent plus one of current members, and
- b. At least one representative from each site (District office and the three colleges), and
- c. At least one representative from each constituency (faculty, administration, classified staff, and students).

11. The Board recognizes the Academic Senate as the official body representing faculty in participatory governance (Title 5, 53200) and the “the right of Academic Senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards”. In academic and professional matters, the Board will rely primarily on faculty expertise through the established Academic Senate processes. The Academic Senate is expected to provide an opportunity for

BP 2.08 District Participatory Governance Process (Continued)

students and staff to participate effectively in the formulation and development of policies and procedures that have or will have a significant effect upon them. (See Policy 2.05 for the delineation of authority agreement between the Board and the Academic Senates.) “Academic and professional matters” include the following:

- a. curriculum, including establishing prerequisites and placing courses within disciplines;
 - b. degree and certificate requirements;
 - c. grading policies;
 - d. educational program development;
 - e. standards or policies regarding student preparation and success;
 - f. district and college governance structures, as related to faculty roles;
 - g. faculty roles and involvement in accreditation processes, including self-study and annual reports;
 - h. policies for faculty professional development activities;
 - i. processes for program review;
 - j. processes for institutional planning and budget development; and
 - k. other academic and professional matters as are mutually agreed upon between the governing board and the academic senate. (Title 5 §53200.c)
12. The Board recognizes the Associated Students organizations as the official bodies representing students and considers students to be full participants in participatory governance on all items pertaining to their interests. District and college policies and procedures that have or will have a “significant effect on students” include the following (Title 5, §51023.7,4 (b)):
- a. grading policies;
 - b. codes of student conduct;
 - c. academic disciplinary policies;
 - d. curriculum development;
 - e. courses or programs which should be initiated or discontinued;
 - f. processes for institutional planning and budget development;
 - g. standards and policies regarding student preparation and success;
 - h. student services planning and development;
 - i. student fees within the authority of the district to adopt; and
 - j. any other district and college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.
13. The Board recognizes CSEA as the official body representing classified staff and considers classified staff to be full participants in participatory governance on all items pertaining to their interests (Education Code §70901.2). The selection of classified representatives to serve on District and/or College committees, task forces, or other governance groups shall be made by CSEA with the expectation that all classified staff will be considered in the process of selecting representatives (Title 5 §51023.5).
14. A copy of the complete and updated text of the District participatory governance policy shall be maintained in the Office of the Chancellor.



**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 Haggar, 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.

A brief discussion was held regarding housing concerns in San Mateo County due to the influx of jobs in the area. The timing is right for discussions regarding skilled trades.

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.

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.36****BOARD POLICY
San Mateo County Community College District**

Subject: BP 2.36 Policy on Use of Student Email Addresses
Revision Date: 1/11; ~~xx/xx~~

Email is not appropriate for transmitting sensitive or confidential student information.

Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of email, including use for sensitive or confidential information, will be consistent with FERPA.

Email shall not be the sole method for notification of any legal action or disciplinary action. In order to control the use of mass emails to students, the following recommendations and guidelines are proposed:

1. "Mass email" is defined as a non-personalized email that is sent to more than 100 student email addresses at one time. Emails sent by faculty members to students enrolled in their classes are not considered to be "mass email" even if the number of emails sent at one time exceeds 100.
2. The ~~Vice President of Student Services~~Public Information Officer at each College or designee shall approve the content and timing of delivery of any mass email, ~~including mass email proposed by Auxiliary Services,~~ to all current or prospective students. When determining whether a mass email should be sent, the ~~Vice President~~Public Information Officer shall consider the following:
 - a. the number of mass emails that have been sent to students in the most recent four-week period of time;
 - b. whether prospective email messages from several departments can be combined into one email in order to reduce the total number of email messages sent to students; and
 - c. the appropriateness of the message; and
 - ~~d. whether the student has indicated that the College cannot release the student's "directory information" without the student's consent. In this case, the College does not have permission to use a student's email address.~~
3. Mass emails shall typically be used to communicate with students regarding the following:
 - a. registration dates and opening of the school semester
 - b. financial aid and scholarship information (not including any personally identifying information)
 - ~~c.~~ special events on campus
 - ~~e-d.~~ resources on campus which enhance student success
 - ~~e-e.~~ schedule of final examinations
 - ~~e-f.~~ billing and payment information
 - ~~f-g.~~ new program information
4. In general, Mmass emails to students shall not be used to communicate with students for private commercial purposes ~~(e.g., special deals for college students offered by local vendors, etc.);~~ however, mass emails to students may be used to provide information regarding commercial purposes that align with or support College programs and services (e.g. discounted bus passes, etc.)

BP 2.36 Policy on Use of Student Email Addresses (continued)

Mass email may be used for District-sponsored commercial activities (e.g., sales at College bookstores; sales of college athletic or special event tickets) with the permission of the College ~~Vice President of Student Services~~Public Information Officer.

5. In order to prevent students from seeing other students' email addresses, mass email messages sent to students should be sent by using distribution groups or the "blind carbon copy" options.

~~6. At the end of each mass email sent, the student will be given the option to "Unsubscribe" from the mass email list.~~

~~6.7. Mass emails sent for the purpose of notification of emergency situations are not governed by this policy.~~

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.52 (BP 3520)**

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 2.52 Local Law Enforcement
Revision Date: 12/11; ~~xx/xx~~
Policy References: Education Code Section 67381; 34 Code of Federal Regulations Section 668.46(b)(4)

1. ~~Each College in the~~ The District shall enter into a written agreement with local law enforcement agencies. The agreement shall clarify operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault, occurring at each location.
2. The written agreement shall designate which law enforcement agency shall have operational responsibility for violent crimes and delineate the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.
3. The written agreements required by this policy shall be public records and shall be made available for inspection by members of the public upon request.
4. The District encourages accurate and prompt reporting of all crimes to campus public safety officers and the appropriate police agencies.
5. Professional mental health and religious counselors are exempt from reporting obligations. However, counselors are encouraged, if and when they deem it appropriate, to inform the persons they are counseling of procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.03 (BP 2431, 2432, 2435)**

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 2.03 College Presidents
Revision Date: 3/12
Policy References: Title 5 Sections 53000 et seq.; ACCJC Accreditation Standards III.A.5, IV.B, IV.C.3 and IV.D.4

1. The Board of Trustees and Chancellor shall employ a President at each of the three Colleges within the District. In the case of a presidential vacancy, the Board shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.
2. The Chancellor shall delegate to each College President the executive responsibility for leading and directing the College operations including Administrative Services, the Office of the President, the Office of the Vice President of Instruction, the Office of the Vice President of Student Services, Research, Marketing, and Public Relations.
3. The College President shall establish administrative procedures necessary for the operation of the College.
4. The College President shall perform all duties specifically required or assigned to him/her by the statutes of the State of California, by the Chancellor and by the Board of Trustees of the San Mateo County Community College District.
5. The College President will be evaluated by the Chancellor and Board of Trustees annually based upon goals previously established and agreed upon by the Chancellor, Board of Trustees and the College President and in accordance with any other provision of the Contract for Employment for College President.
6. The compensation of the College President shall be in accordance with the pay schedule established for the College President and placement of the salary in the range shall be made by mutual consent between the Chancellor and the College President.

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.09 (BP 7130)**

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 2.09 Categories of Employment
Revision Date: 5/09
Policy Reference: Government Code 3540

1. Employees may be categorized as follows:
 - a. Faculty (Contract, Regular or Part-time) – for description and applicable policy, see Chapter III.
 - b. Classified (Probationary or Permanent) – for description and applicable policy, see Chapter IV.
 - c. Short-term temporary, Non-Faculty – for description and applicable policy, see Chapter IV.
 - d. Student Assistants – for description and applicable policy, see Chapter IV.
 - e. Management, Confidential, Supervisory, and Professional – for the purpose of labor relations, certain positions in the District are designated as management, confidential, supervisory and professional pursuant to the Government Code. For descriptions and applicable policy, see Chapter V.

2. An employee given an interim or temporary assignment in a classification different from his/her regular assignment will have the rights, benefits, salary placement and other terms and conditions of employment of the classification to which s/he is assigned. The rights, benefits, salary placement and other terms and conditions of employment of the employee's regular assignment will not apply. Prior arrangements, made in writing with the Office of Human Resources, may modify the application of this provision.

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.10 (BP 7120)**

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 2.10 Selection Procedures
Revision Date: 5/10
Policy References: Education Code Sections 70901.2, 70901(b)(7), 70901(d), 87100 et seq., 87400, 87458 and 88003; Title 5 Sections 53000 et seq. and 51023.5; ACCJC Accreditation Standard III.A.1

The Chancellor and the College Presidents shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria:

1. An Equal Opportunity plan shall be implemented according to Title 5 and Board Policy 2.20.
2. Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.
3. The criteria and procedures for hiring academic employees shall be established and implemented in accordance with Board policies and procedures incorporating the Academic Senate's mandated role in local decision making.
4. The criteria and procedures for hiring classified employees shall be established after first affording CSEA an opportunity to participate in the decisions under the Board's policies regarding local decision making.
5. The Chancellor and the College Presidents, after appropriate consultation with faculty and administration, shall identify faculty positions to be filled to meet changing enrollments or changing curricular demands at the Colleges.
6. The selection process to be followed in hiring faculty is specified in the Faculty Selection Procedures as adopted by the Board of Trustees and maintained by the Office of Human Resources.
7. The selection process to be followed in hiring classified staff and managers is specified in the Classified Staff and Managers Selection Procedures as adopted by the Board of Trustees and maintained by the Office of Human Resources.
8. Campus authorities, in conjunction with the Office of Human Resources, shall determine salary placement for contract and regular faculty, classified staff and managers, and shall prepare all appropriate pre- and post-employment documents. Salary placement and related paperwork for hourly temporary faculty, short-term temporary employees and student assistants are prepared by the appropriate administrator at the College in collaboration with the Office of Human Resources and in accordance with collective bargaining agreements as applicable.
9. Formal notice of selection of regular faculty and classified staff shall be given by the Office of Human Resources to each person selected for employment for Board approval of the hiring.

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.12 (BP 3900, 7510, and 7700)**

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 2.12 Employee Rights and Protection, Domestic Partner Rights, and Whistleblower Protection
Revision Date: 3/11
Policy References: Education Code Sections 87160-87164; Labor Code Section 1102.5, Government Code Section 53296, Private Attorney General Act of 2004 (Labor Code Section 2598); Family Code Sections 297-299; Affordable Care Act (29 U.S.C. 218C)

1. Any employee shall have:
 - a. The right that the employee has as a private citizen to support or oppose any political issue or candidate. Such activities must be conducted on the employee's own time and must not interfere with District or College operations. The employee shall take reasonable steps to clarify that he/she is acting in an individual capacity, does not represent the District, and that the position of the employee with respect to a political issue or candidate does not represent the position of the District.
 - b. The right to inspect materials in the employee's personnel files in accordance with provisions of the Education Code and applicable collective bargaining agreements.
 - c. The right to an appropriate process for resolution of any public charge against the employee which is taken under consideration, as well as appropriate process with respect to any action based solely on charges lodged anonymously.
 - d. The right to appear before the Board of Trustees, consistent with the Board's policies and legal requirements. The employee may apply for such appearance through the Chancellor who will make necessary arrangements for such appearances. The process set forth herein shall not limit the employee's right to address the Board through applicable open meeting laws, including, for example, the Brown Act.
 - e. Except as otherwise provided by law, employees shall have the right to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations. Employees shall also have the right to refuse to join or participate in the activities of employee organizations, although the employee may be required, by terms of the collective bargaining agreement, to pay a service fee.
2. Domestic partners registered with the California Secretary of State shall have, insofar as permitted by California law, all of the same rights, protections, and benefits, as well as the same obligations, responsibilities, and duties of married persons (spouses) under state law. Insofar as permitted by California law, former domestic partners shall have all of the rights and obligations of former spouses. Surviving domestic partners shall have the same rights, protections, and benefits as are granted to a surviving spouse of a decedent. Therefore, all references to "spouses" in the District's policies and procedures shall be read to include registered domestic partners as permitted by California law.

3. The Chancellor shall establish procedures regarding the reporting and investigation of suspected unlawful activities by District employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For purposes of this policy and any implementing procedures, “unlawful activity” refers to any activity – intentional or negligent – that violates state or federal law, local ordinances, or District policy. The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices, and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation. Furthermore, District employees shall not: (1) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or (2) directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation, and will take whatever action may be needed to prevent and correct activities that violate this anti-retaliation policy, including discipline of those who violate it, up to and including termination of employment.

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.13**

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 2.13 Dissemination of Employee Information

Revision Date: 12/10

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1. For employment verification inquiries, the District shall provide only verification of employment, dates of employment, the location of assignment and position held or job title, and the gross salary of an employee.
 2. Upon the written permission of an employee, any information about the employee may be released. In addition, information about an employee shall be furnished in compliance with law, a court order, subpoena, or to an official, employee or contractor of this District or another public agency, provided that such person has a legitimate reason to have the information. Except as otherwise authorized by law or in this policy, disclosure of employees' information and personal data to others, including but not limited to creditors, other governmental agencies or other individuals, is permitted only as authorized above.
 3. The District will promptly notify an employee whose employment records or personal data have been requested pursuant to law, subpoena or individual order.
 4. The District reserves the right to release information to the public regarding its employees provided there is good reason to do so and the release of such information would not be an unwarranted invasion of privacy.

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.15 (BP 7140)**

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 2.15 Collective Bargaining
Revision Date: 5/09
Policy References: Government Code Sections 3540, et seq

1. The Government Code establishes the right of public school employees to select an employee organization as their exclusive representative in their employment relationships with the District. The Board shall enter into negotiations with the exclusive representative as provided by State law and, if agreement is reached, the Board shall execute a written document incorporating any such agreements which shall become binding on both parties to the agreement.
2. The agreement between the District and the exclusive representative shall be considered part of the established policy of the Board.



**District Participatory Governance Council Meeting Notes
Monday, April 16, 2018
SMCCCD Board Room**

NOTE: A majority was not present for the meeting, so no actions were taken, but items were reviewed. These are the notes from the meeting.

Members Present: Mitch Bailey (Co-chair), Leigh Anne Shaw (Co-chair), Kathryn Browne, Juanita Celaya, Michelle Chee, Teeka James, Alfredo Olguin, Jr., Megan Rodriguez Antone, and Jeramy Wallace, Andreas Wolf

Members Absent: Anya Arnold, Melina Boyd, Peter Bruni, John Cuevas, Jeri Eznekier, Michele Hagggar, Luis Mendez, Colby Riley, Diana Tedone, and Amirah Tulloch

Others Present: Aaron McVean

1. Informational/Discussion Items

A. Resolutions on Equity from Cañada College and College of San Mateo

Mr. Wallace reported that the Academic Senate at CSM made a Resolution on Equity a goal for FY 2017/2018. He said the Senate created a resolution that defined educational equity, the need for it (definitions and data), and set a foundation for the work that they continue to do.

Mr. Bailey said we would continue to have important conversations regarding equity across the District. Mr. Bailey and Ms. Shaw complimented staff members and students across the District who worked on the resolutions.

Ms. Browne brought forth the question on how to access the student Resolution on Equity; Mr. Olguin said he would get back with her. Mr. Bailey said that he would also add it to the May 7, 2018 agenda.

B. Equity and Hiring Institute

Ms. Shaw reported on the Institute for Equity in Faculty Hiring that was by the Center for Urban Education in Sacramento, California on March 26 & 27, 2018.

Ms. Shaw commended the administration and colleges for sending administration, faculty, and staff to the institute. She said it was a very thorough and moving experience for everyone in attendance.

Highlights:

- Equity-mindedness in job announcements.
- Interrogation of concepts of 'merit' and 'fit' and the implicit bias that informs those concepts.
- Strategies for disrupting inequitable hiring practices.
- Addressing faculty retention through equitable campus culture.

Ms. Browne said the teams went together through the workshops allowing the administration, faculty, and staff from the three colleges and the District Office to work together as a District; she felt this was a good process and that Districtwide support is very important.

A copy of Ms. Shaw's report will be e-mailed to the Council members.

C. Professional Development/Training on Public Safety Procedures

Mr. Bailey updated the Council regarding professional development and training on public safety procedures. He had the opportunity to talk with faculty, staff, and students regarding Public Safety at San Mateo County Community College District. He said one of the key themes in the feedback was the need for more training and awareness on what to do when a situation happens. He said that the Public Safety Committee has been tasked with looking at professional development opportunities emergency awareness in a concentrated effort at a Districtwide level.

Council feedback:

- Part-Time Faculty training, logistical concerns; come up with strategies that engage everyone.
- Utilize mandated flex days.
- Close the campus on a flex day so everyone could attend.
- Laminate brief instructions and Velcro them next to the door. You could use this form to cover the door window.
- Mention at Opening Day.
- Locks are in place but not fully working.
- Deans should discuss safety procedures at their staff at the beginning of each semester.
- Mention at staff and faculty on-boarding orientations. (District and Campus Level)

Mr. Bailey thanked the Council for their feedback and said that there will be continued conversation on this topic.

2. Board Policies for Final Review

A. 2.36 – Use of Student Email Addresses

The numbering will be adjusted once the edits have been accepted.

Discussion was held on Item 2.c. regarding concerns of the appropriateness of a message and that it was very subjective to the power it encompasses to one person. Mr. Bailey said that the Marketing Departments will work with whoever is coordinating the message (administrators, presidents, or student organizations) and will make sure that it is of appropriate nature. When mass e-mails are sent to the student body, the Marketing Departments should be involved.

B. 2.52 – Local Law Enforcement

One edit was made in Item #1, removing *'Each College.'*

3. Board Policies for First Review

A. NEW – Use of Unmanned Aerial Systems (UAS) on District Property

Mr. Bailey said this policy address recognizes the value of unmanned aerial systems for educational purposes and the use of UAS on District property. Drones have cameras and collect data (privacy and safety issues), hobbyist are prohibited from using UAS on District Property; there should be a District educational or business purpose. This policy was modeled from 4-year colleges, community colleges, and by the League. This policy may be reviewed annually to make sure we are in compliance.

Council feedback:

- What about remote control airplanes?
- How can you prevent someone from flying a UAS over campus? Mr. Bailey said that there are compliance guidelines/restrictions at the local, state, and federal levels, it is never clear-cut, there are liability, privacy, health and safety concerns.
- Will signs be posted?
- Item #7 states that *'The use of UAS for hobby, recreational, commercial or business use on District property is prohibited.'* Item #4, states that *'Unless otherwise authorized in writing by the District, all UAS used on District property shall be owned by the District.'* We may want to clarify the language because it is unclear – Would drones be confiscated? Mr. Bailey said that the language was used to clarify that any drones used by faculty or staff would be District owned UAS so we can have it insured, it is air worthy, and the faculty or staff member is trained to operate the equipment.
- Ms. James said that Part-Time Faculty are not being supplied with computers and the District is not putting the same level of support as they are with the usage of drones. She would like to see that all faculty be provided with the equipment to do their jobs.
- The Public Safety Department will be notified of the date/time when drones will be used.
- We do not want the public to have full access to use drones on District property due to the concerns mentioned above, how this is enforced will need to review.

Mr. Bailey will make suggested modifications to the policies and will send out to the Council via e-mail. These policies will bring back at the May 7, 2018 Council meeting.



District Participatory Governance Council Minutes

Monday, May 7, 2018

SMCCCD Board Room

Since there was not a quorum for this meeting, there are no formal minutes. However, non-action items were discussed and notes from that discussion are shown below.

Members Present: Mitch Bailey (Co-chair), Leigh Anne Shaw (Co-chair), Kathryn Browne, Juanita Celaya, Jeri Eznekier, Michele Haggar, Colby Riley and Diana Tedone

Members Absent: Anya Arnold, Melina Boyd, Peter Bruni, Michelle Chee, John Cuevas, Teeka James, Luis Mendez, Alfredo Olguin, Jr., Megan Rodriguez Antone, Amirah Tulloch, Jeremy Wallace, and Andreas Wolf

Others Present: Ginny Brooks, Aaron McVean

1. Informational/Discussion Items

A. Notes from April 16, 2018 meeting

Regarding the Institute for Equity in Faculty Hiring that Ms. Shaw discussed at the April 16, meeting, Ms. Haggar asked if it would be appropriate for staff to attend this event as well as faculty, and Ms. Celaya asked if there are limits on the number of people who can attend. Ms. Browne said thirteen people from the District attended and will meet next week to debrief. Ms. Shaw there are limits because of the available space. She said she thinks it would be good to send different groups of employees and she will address this at the feedback meeting.

B. Equity Statement form Associated Students of Skyline College

Ms. Browne said she attended the Student Equity Committee meeting. She said the student group used the faculty's equity statement as a template because the issues are similar. She said that in fall, the students will reconvene to discuss the direction in which the college is moving. Mr. Bailey said it is encouraging that all groups across the District continue to focus on equity.

C. New Board Policy: Use of Unmanned Aerial Systems on District Property

Mr. Bailey said a number of faculty are interested in using Unmanned Aerial Systems (UAS) as a teaching tool. He said the District's insurance carrier will not fully insure for these activities without a formal policy in place. He said the proposed policy states, "Only District-owned UAS are permitted to be used on District property, unless otherwise authorized in writing by the District," because the District needs to know the air-worthiness of the UAS and needs to make sure that the people using them are adequately trained.

Ms. Browne asked if faculty members need to register and if they need to use District UAS. Mr. Bailey said faculty will determine if they want to purchase a fleet of UAS. He said that at the very least, they should register with Public Safety. He said that at times, the District will permit others to fly over District property

provided that it is done for the benefit of the District. Mr. Bailey said procedures are being developed to go with the policy.

Ms. Shaw said a plan on how to communicate the policy to faculty is needed. She said it is important to make sure that the department deans and Curriculum Committees are aware of the policy. Mr. Bailey said the information will be shared with the Vice Presidents Council as well.

Ms. Celaya said the following questions will need to be answered:

- How can people become certified
- Who will perform the qualifying certification
- What certification will the District accept

Mr. Bailey said this information has not yet been determined.

The discussion ended at 2:53 p.m.