



**District Participatory Governance Council (DPGC)
Meeting Minutes
November 5, 2018**

Members Present: Mitch Bailey (Co-chair), Leigh Anne Shaw (Co-chair), Grace Beltran, Kathryn Browne, Juanita Celaya, Gabriela Topete Eng Goon, Chris Gibson, Karen Pinkham, Megan Rodriguez Antone, Rich Rojo, Paul Rueckhaus, Mary Vogt, and Johnny Yang

Members Absent: Mondana Bathai, John Cuevas, Jeri Eznekier, Mariegail Mijares, and Jeramy Wallace

Others Present: Roxanne Brewer (Recorder), Harry Joel, Karrie Mitchell, Diana Tedone and Bill Woods

1. Call to Order/Establish Quorum:

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

With consent from the Council, the following amendments were made to the agenda:

Item 4B #2 - Public Safety Update was moved to Item 2.

Item 3B #7 – Discussion on BP 2.52 - Local Law Enforcement was moved to Item 2.

The following discussion items were pulled from the agenda and will be brought back to the Council for review:

Items 3B #2 - 2.09 - Categories of Employment

Item 3B #10 - Pay Period for Faculty

2. Statements from the Public on Non-Agenda Items

None

3. Action Items

A. Approval of Minutes from the October 1, 2018 Meeting

One correction was made to the October 1, 2018 minutes; Item 4.B. #1, the word *faulty* should read *faculty*. The Council unanimously approved the minutes from the October 1, 2018 meeting.

B. Board Policies for Final Review

2.03 – College Presidents

*BP 2.03 was presented for approval; polling resulted in the majority of the members at the (a) level ("I support the recommendation completely") and 4 votes at the (b) level ("I support the recommendation with reservations"), the recommendation **will be forwarded** to the Board of Trustees for action.*

Further explanation was requested regarding Item 1. which states, *'The process shall be fair and open and comply with relevant regulations.'* It was asked if a president can be hired without faculty and employee input and what is the process for faculty and staff feedback for administrator evaluations.

Mr. Bailey said there is a policy and/or procedure that addresses filling a college president vacancy, as to input on administrator evaluations. He will research and report to the Council at a future meeting.

2.09 – Categories of Employment – Pulled from agenda.

*The following policies were presented for approval; polling resulted in the majority of the members at the (a) level ("I support the recommendation completely"), the recommendation **will be forwarded** to the Board of Trustees for action.*

2.10 – Selection Procedures

Policy passed with one modifications; replace Classified Staff and Managers Selection Procedures with Administrative and Classified Staff Selection Procedures.

2.12 – Employee Rights and Protection, Domestic Partner Rights, and Whistleblower Protection

Policy passed with no modifications.

2.13 – Dissemination of Employee Information

Policy passed with no modifications.

2.15 – Collective Bargaining

Policy passed with no modifications.

2.52 – Local Law Enforcement

Policy passed with no modifications.

Mr. Bailey said that when this policy was written in 2011, the policy was based on a campus-based approach. Currently, we are looking at a Districtwide based approach.

Questions brought forth during the last Council meeting included: Where are the agreements with local law enforcements located? Should 5150 be included in the policy? Do the written agreements include non-violent and traffic violations?

Mr. Woods said that the items in question were not addressed in the written agreements. Pursuant to the Education Code, it states that any type of campus law enforcement or campus security must have an agreement with the local law enforcement. The California Chancellor's Office provided a template that could be used – All three colleges have agreements in place.

The agreements talk about transparency type actions such as the Kristen Smart Campus Safety Act of 1988, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Title IX Incidences, training, disputes, campus security authorities, and jurisdictions.

Mr. Woods said that annually the SMCCCD Annual Public Safety & Security Report is posted on the Public Safety website. <https://smccd.edu/publicsafety/annualreport.php> All incidences are reported to local police and sheriff departments.

A concern was brought forth regarding a Public Safety Officer on how a particular situation was handled. Mr. Woods said that a report should be made regarding the situation and how it was handled.

Mr. Woods said that in San Mateo County there are SMART cars, officers that have been trained to handle psychological emergencies. Sometimes a clinician will ride with the officer during emergencies. You can request one if they have one available. If a SMART car is available, they will send one.

Security Badges - Disaster Service Worker – The SMCCCD badge states that you are a continuity of operations person during an emergency. A continuity of operation person assists with the emergency if necessary. You may be requested to come to campus and help get the college up and running again.

Reference the Public Safety Website for additional information:
https://smccd.edu/publicsafety/Disaster_Service_Worker_Info_Sheet.pdf

3.00 - Applicability of Chapter III Policies

Policy passed with one modification, remove American Federation of Teachers, Local 1493 and replace with San Mateo Community College Federation of Teachers. AFT Local 1493.

All faculty members are covered by the collective bargaining agreement even if they do not pay union dues.

3.15 – Employee Requirements

*BP 3.15 was presented for approval; polling resulted in the majority of the members at the (a) level (“I support the recommendation completely”) and 1 vote at the (b) level (“I support the recommendation with reservations”), the recommendation **will be forwarded** to the Board of Trustees for action.*

3.30 – Pay Period for Faculty – *Pulled from agenda.*

3.35 – Payroll Deductions

The Council agreed to hold this policy for language modifications.

4. Informational Items

A. Board Policies for First Review

1. **3.20 - Evaluation of Faculty** – *No modification recommendations were made.*
2. **3.25 – Wages, Hours and Other Terms and Conditions of Employment** – *No modification recommendations were made.*
3. **3.40 – Faculty Substitutes** – *No modification recommendations were made.*

4. **3.50 – Suspension and Dismissal** – *Mr. Joel said that the modifications in this policy were based on the California Community College League’s recommended language, which was more robust. This policy was written with reference to the Ed Code.*
5. **3.80 – Summer Session Faculty Employment** – *It was determined to hold this policy until further notice.*
6. **3.90 – Post Retirement Contract** – *No modification recommendations were made.*
7. **New – Drone Use** – *In the spring of 2018 a draft policy was brought forth to the Council. There were several questions about the policy; it was restrictive and there were concerns about commercial use. Mr. Bailey explained that the drone policy has evolved in some parts and not in other parts and explained that the Federal Aviation Administration (FAA) is the ultimate authority regarding drone usage. Mr. Bailey has reached out to the National UAS Training and Certification Center to get guidance and assistance. The drone use policy may go through several more revisions. The policy itself may be broad and will be narrowed down through the procedures.*

B. Public Safety Update

Mr. Bailey reported that the District contracted with Margolis-Healy who provided a comprehensive report of areas of public safety the District may want to review. After Public Forums and meetings with the constituency groups, the Board of Trustees adopted staff recommendation at their May 2018 meeting.

Bill Woods, Director of Public Safety, said the four key elements of the report that were adopted were:

- Rejecting the recommendation to create a sworn and armed police department.
- Clarifying the mission and role of the Public Safety Department.
- Implementing, where feasible, the remaining recommendations in the Margolis-Healy Report. Several areas had been already been reviewed prior to receiving the recommendations in the report; out of 70 recommendations, 24 have already been implemented and others are in process. The District hired a full time staff person, Ben Minkin, as our Emergency Preparedness Manager.
- Continue to work local law enforcement to enhance safety on our campuses.

Public Safety Department Initiatives:

The Public Safety Department wants to address any type of threat as quickly as possible. Mr. Woods has been working with local law enforcement on integrated radio communication.

Aerial photos are being printed and will be placed on the walls at local law enforcement breakrooms and communication centers should they be called to assist our Public Safety Department. Ideally, Mr. Woods like to see the use of interactive maps in the future.

An office at CSM’s Public Safety Office has been reserved for local law enforcement if they would like to have a place to write a report, have lunch, etc.

Every police officer goes through a field-training day. Our Public Safety Department is working on getting on their schedule to show officers around our campuses and sensitive areas.

Mr. Bailey said the recommendations were very clear after the discussions this past spring with the Board and with the various constituencies groups. The data shows that our campuses are very safe to learn, work, and to visit.

Mr. Bailey reinforced that with the Board authorizing additional funding for staffing for Public Safety and the collegial relationship with the local law enforcement partners; strengthening the relationship with joint training, joint communication (having the ability to talk directly), and getting them on campus is very important. One of the key goals with the refocused mission with Public Safety Department is making sure the Public Safety Team is integrated within the campus community and seamless with the services they provide and not seen as just the parking patrol.

Mr. Woods reported on several areas of integration with the campus communities:

- Campus Canopy Days – Once a month the Public Safety Department sets up a canopy and a table with a food item and officers engage in conversation with the campus community about public safety. A prize wheel is set-up that asks a safety related question, literature is available and small prizes awarded.

Mr. Woods discussed the Big 5 response protocol with the Council.

<https://www.smccd.edu/publicsafety/emergencypreparedness.php>

- The phone number for Public Safety is **(650) 738 – 7000**. It is more efficient to have one number so all campuses know what may be going on. Michelle Fogerty is the Public Safety Office Manager/Dispatcher.

The Council engaged in conversation regarding the following concerns:

- Cell Phone Reception – Some of the newer cell phones that work with wifi can get past the dead zone problem. Cell phone providers have been contacted; currently they do not feel it is fiscally beneficial to them to add additional transmitters.
- Public Announcement System – Information has been provided to the ITS and Facilities Departments regarding the dead zone locations. They are currently installing speakers so the announcements will be heard in those areas. There are still spotty areas; after safety drills, Mr. Minkin sends out a survey asking if you heard the announcement so it can be addressed. Mr. Woods said we have a redundant system; e-mails are sent out and the AlertU system is activated. He encouraged everyone to sign-up for AlertU, <https://www.smccd.edu/alertu/>. Public Safety is looking at other options other than AlertU since it is out-of-date and takes too many steps.
- Mr. Woods said that Public Safety is looking at changing the protocol when a fire alarm has been pulled. (Look, Listen, and Leave)
- Door Locks – Mr. Woods said when you see localized alarms, you will know that the upgrade project has been completed for that room; there are some alarms that have been found faulty and are being fixed. A demonstration was given to the Council showing how the locks

operate. Mr. Woods said that it is important to make a plan before you may need it. Public Safety is willing to assist you with creating the best evacuation plan.

5. Closing Remarks/Agenda Building

None

6. Adjournment: 4:06 p.m.