



**District Participatory Governance Council (DPGC)
Meeting Minutes
December 3, 2018**

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

Members Absent: Leigh Anne Shaw (Co-chair), Mondana Bathai, John Cuevas, and Mariegail Mijares

Others Present: Kathy Blackwood and Roxanne Brewer (Recorder)

1. Call to Order/Establish Quorum:

The meeting was called to order at 2:24 p.m., quorum was established.

2. Statements from the Public on Non-Agenda Items

A moment of silence was observed for those who were impacted by the recent fires in Paradise, California and in Southern California.

3. Action Items

A. Approval of Minutes from the November 5, 2018 Meeting

Two corrections were made to the November 5, 2018 minutes:

- Item 3.a. should read, *'One correction was made to the October 1, 2018 meeting minutes, not the November 1, 2018 meeting minutes.*
- Item 8 should reflect, *'The District hired a full time staff person, Ben Minkin, as our Emergency Preparedness Manager,'* not as our *'Emergency Planner.'*

With these edits, the Council unanimously approved the minutes from the November 5, 2018 meeting.

B. Board Policies for Final Review

*BP 3.20 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.*

3.20 - Evaluation of Faculty

A concern was brought forth regarding if an evaluation process or timeline was missed what is the ability to move forward and what would be the possible impact. Mr. Bailey deferred to the Council faculty members for feedback. After a brief discussion among the Council faculty members it was determined that, it is a bargaining issue that should be addressed during negotiations.

One correction was recommended in BP 3.20 was to change the American Federation of Teachers title to the San Mateo Community College Federation of Teachers.

3.25 – Wages, Hours and Other Terms and Conditions of Employment

*BP 3.25 was 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.*

3.40 – Faculty Substitutes

It was agreed by the Council to hold this policy for further discussion among the constituents.

3.80 – Summer Session Faculty Employment

It was agreed by the Council to continue to hold this policy for further discussion among the constituents.

3.90 – Post-Retirement Contract

*BP 3.90 was 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.*

New BP – Unmanned Aerial Systems on District Property

*New BP – Unmanned Aerial Systems on District Property was 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.*

Mr. Bailey said this policy is new and may need multiple revisions in the future since this body of law continues to evolve and change. We wanted to get a policy in place so faculty who would like to use this technology could start using it fairly quickly.

The procedures to this policy will be the guide to this policy, revisions will be made as necessary. Several drafts of this policy have been vetted by the constituency groups; guidance/feedback on this policy has been given by faculty at CSM, by experts the National USA Training Center, and the District’s insurance broker.

A question was brought forth on how many people at the District are qualified to operate unmanned aerial systems and how would these affect students who may want to use unmanned aerial systems for a project. Mr. Bailey did not know the answer to those questions but said there are a few qualified staff within the District. Mr. Bailey said that from a District perspective we have to make sure everyone is safe and we must take into consideration liability and privacy issues.

It was suggested to add language to the policy regarding exempting Public Safety and Emergency Personnel and obtain further guidance/feedback around capturing information with unmanned aerial systems.

Mr. Bailey will work with Mr. Woods, Director of Public Safety, to see if any modifications need to be in place on the current MOUs with local police agencies in regards to unmanned aerial systems.

Information Items:

No recommendation for edits at this time on policies below.

4.00 – Applicability of Chapter IV Policies

4.15 – Employee Requirements

4.20 – Supervision of Classified Employees

4.22 – Classified Staff Development Program

4.25 – Employees Not Members of the Classified Service

4.30 - Pay Period for Classified Employees

5.00 – Applicability of Chapter V Policies

5.01 – Definition of Non-Represented Employees

5.02 – Non-Represented Employees Work Year and Workday

5.04 – Non-Represented Employees Staff Development Programs

5.06 – Non-Represented Employees: Conflict Resolution

5.07 – Non-Represented Employees: Heath Benefits and Leaves of Absence

Closing Remarks/Agenda Building

The Council thanked Kathy Blackwood, Executive Vice Chancellor, for all of her work at the District and making the work that the Council does much easier. Ms. Blackwood will be retiring from the District with 15 years of service. Ms. Blackwood's retirement gathering will be held at CSM-Building 10, Friday, December 7, 2019 at 2:30 p.m.

Adjourned: 4:06 p.m.