



**District Participatory Governance Council
Meeting Minutes
Monday, March 1, 2021**

Members Present:

Aaron McVean (Co-Chair), Jeramy Wallace (Co-Chair), Adrian Afif, Juanita Celaya, Tarana Chapple, Karen Engel, Jacqueline Escobar, Fernando Estrada, Thomas Gower, Monica Malamud, Joe Morello, Joe Nguyen, Jade Shonette, Mwanaisha Sims, Arielle Smith, Diana Tedone, Val Tyler, and Jonathan Wax

Members Absent:

Grace Beltran and Carlos Ungo

Other Present:

Roxanne Brewer (Recorder), Kate Browne (Professor/Academic Senate President 2021-2022 & DPGC Co-Chair), Bernata Slater (Chief Financial Officer), Peter Fitzsimmons (District Budget Officer), Rich Rojo (Interim Director of Public Affairs)

1. Call to Order/Establish Quorum

Meeting was called to order at 2:18 p.m.

2. Statements from the Public on Non-Agenda Items

No statements from the public on non-agenda items.

Dr. McVean requested the following modifications to the agenda:

- Move FY 21-22 Budget Review after the policies have been reviewed.
- Move agenda item, 4B. Policies for the Hiring and Evaluation of Temporary Full Time Faculty for Second Review, to D. Board Policies for First Review.

It was moved by Ms. Escobar and seconded by Ms. Engel to make the above noted modifications to the agenda, the motion passed unanimously

3. Action Items

A. Review and Approval of Minutes from the February 1, 2021 Meeting

It was moved by Ms. Malamud and seconded by Ms. Chapple to approve the minutes of the February 1, 2021 meeting, the motion passed unanimously

B. Board Policies for Final Review

None

4. Information Items

A. FY 21-22 Budget Review (*Postponed to April 5, 2021 DPGC Meeting*)

Presented by: Bernata Slater, CFO & Peter Fitzsimmons, District Budget Officer

B. Board Policies for Second Review

BP 6.05 - Academic Calendar

Council Feedback:

- Item #2 – Change the word ‘evaluations’ to ‘examinations’.
- Item #2 – Add Flex Days
- Item #5 – Address the Calendar Committee and the membership within the language
- Item #6 – Calendar Committee (#’s 3 & 5 are procedural. Who is consulted when building an academic calendar – Membership & Roles of the Committee) (AFT, District Senates, VP of PRIE, Registrars, Curriculum Specialist, and Financial Aid Directors)
- The Academic Calendar is reviewed for Federal Deadlines
- Item #6 – Correct language that reads, ‘its meetings and it minutes’.

BP 8.66 - Solicitation of Funds

Council Feedback:

- Item #1 – Correction, add an ‘s’ in Trustee
- Item #2 – Requested clarification around student clubs and how does that fit in the policy?
- Add clarifying language in regards to approval process, *Chancellor or the Chancellor’s Designee* (Dr. McVean will check into the approval process).
- Language clarifications differentiating between on-campus vs. off-campus or internal vs. external solicitations? (Ex: Fundraising for scholarship funds)
- Why is the San Mateo County Community Colleges Foundation not mentioned as a fundraising arm of the District?
- Item #3 – Administrative Procedures and approval process, can these be reviewed?
- Clarity regarding fundraising for other areas than scholarships. (Ex: Study Abroad Program)

BP 8.74 - Exemptions and Waivers from Fees

Council Feedback:

- Item #2, #3, #4 – Consistency and clarification of language. (Ex: Special part-time students is a status defined in Education Code and Concurrently Enrolled and Dual Enrollment is part of a CCAP Agreement). Specify waived fees such as Health Services Fee, Representation Fee, etc.

C. Board Policies Requiring Additional Review

BP 2.27 – Policy on Smoking

Dr. McVean and Mr. Wallace met with Rika Yonemura-Fabian (Associate Professor at Skyline College leading the Only the Fog Grant Project), staff from the Chancellor’s Office, San Francisco State, and non-profit staff; collectively, the key people who are working on this Statewide initiative. The conversation in terms of enforcement, it was suggested to defer enforcement to a later time, wait several years to actually enforce given the concerns that

have been brought up in previous Council meetings. This would allow time to focus on signage, education, resources, promotion, marketing, and communications. Dr. McVean said that a few years back there was a Public Safety Study and one of the outcomes was to get away from being known as the enforcement department and to culturally shift the Public Safety Department to be known as a department that would build culture and relationships. We don't want the Public Safety Department to be known as the code enforcement department for the District. Another suggestion was that there didn't need to be a formal process of enforcement, it would be continued education, information, and changed the culture at the colleges.

Council Feedback:

- Item #2 – Definition of tobacco products. Suggested language - *'Tobacco Product means any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, including any plant, oils or chemical product(s), whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff; and any electronic device that delivers nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, electronic cigar, electronic pipe, or electronic hookah'*
- Full effect of the policy would start with marketing and communication through the academic year 2022 – 2023 with enforcement starting in fall of 2024
- Resources would be focused on focus on signage, education, resources, promotion, marketing, and communications.
- Allow for gradual ramp-up
- Item #10 – Add language to clarify that Cañada Vista is managed by the San Mateo County Community College Housing Corporation. (The Housing Corporation may adopt similar policies)
- Items #7 remove 2nd sentence and fully remove Items #8 and #9 from the policy. A reference would be added in regards to an implementation timeline and an enforcement date for the policy. We would allow for time to work out the details regarding a date and terms of enforcement.
- Remove the enforcement language in the policy and provide the resources to those who would like to quit smoking
- Awareness of Employee Groups

Combining BP 2.35 –Use of District Communications System and BP 2.36 – Policy on Use of Student E-Mail Addresses (Reference handout: Draft Board Policy for Review – San Mateo County Community College District 2/25/2021 V5)

Mr. Rojo reported to the Council updates to the proposed policy and said that the feedback provided has been helpful. The marketing staff is currently working on a communication page on the District website that will give communication guidance and a vision that will be helpful. The numbers have been pulled out of the policy, Union Use and Shared Governance Organizations have been added as categories, and briefly discussed opting in and out of communications.

This policy will be brought back to the Council during the April 5, 2021 meeting for action.

D. Board Policies for First Review

Policies for the Hiring and Evaluation of Temporary Full Time Faculty

(Reference handout: Policies for the Hiring and Evaluation of Temporary Full-Time Faculty. SMCCCD Academic Senate – Approved 12/14/20)

Mr. Wallace reviewed the policy on Policies for the Hiring and Evaluation of Temporary Fully Time Faculty.

Council members concurred that this is a challenging policy to put in place. On one hand, we find ourselves needing to hire staff and we want to be able to have allowances. Ed Code is only allowing this for 1-academic year while other staff have continued to work for the District and they are temporary and working full-time. A discussion was held by the Council regarding Grant-funded positions. The faculty senates are working to clarify the details of this policy.

5. Closing Remarks/Agenda Building

None

6. Adjournment: 4:09 p.m.