

AMENDED

CONTRA COSTA COMMUNITY COLLEGE DISTRICT

District Governance Council

1:00 – 4:00 pm

District Office Board Room

Dr. Donna Floyd, Presiding Chair

In Attendance

Classified: Greg Evilsizer, Linda Kohler, Georgette Stewart, Mike West, Shondra West (Speaker)

Faculty: Erich Holtmann (Designated Speaker)

Management: Russ Holt (Designated Speaker), John Wade

Student: N/A

Guests

District Office: Dr. Helen Benjamin, Mojdeh Mehdizadeh, Gene Huff, Ray Pyle, Jonah Nicholas

Absent

Louie Giambattista (Faculty Speaker), Scott Heiden, Glen Appell, Laurie Lema, Jeff Michels, Tedmund Munoz, Wayne Organ, Kenyetta Tribble, Yongmin Zhu, Bill Foster (Management Speaker), Randy Tillery, John al-Amin, **Ann Patton**

Note Taker

Carol Bluitt-Edwards

Minutes Tuesday, July 16, 2013	
Agenda Item	Outcome
1. Called to Order	Meeting called to order at 1:09 pm
2. Adoption of Agenda	Agenda approved
3. Approval of Minutes	June 18, 2013, Minutes Approved with changes (Add Russ Holt's name to the Attendance sheet)
4. Public Comment	No members of the public present
Reports:	
5. Reports from Constituency Groups (2 minutes, each)	Classified: no report Faculty: New Senate President, Louis Giambattista, Mike Norris term ended as Faculty Speaker Term of Speaker Student: N/A Management: no report
6. DGC Chair report	i. Introduction of new members – Donna Floyd, Senior Dean at CCC, introduced herself as the 2013-14 Chair ii. Identification of speakers 2013-14: <ul style="list-style-type: none">Classified: Shondra West, SpeakerFaculty: Louie Giambattista, absent

	<ul style="list-style-type: none"> • Manager: Bill Foster , Speaker – absent • Student: n/a
7. Chancellor's report	<p>i. Dr. Benjamin gave an overview of the 07.24.13 GB Agenda/Study Session;</p> <p>The focus of the study session:</p> <ul style="list-style-type: none"> • Student Success Score Card, Student Success Task Force, and Salary Surfer: Called, Student Success Tools • No GB meeting in the month of August • The September GB meeting will be held the 2nd Wednesday, September 11, 2013 • As a result, DGC is scheduled for Tuesday, Sept. 3, 2013 <p>Consent Agenda: routine</p> <ul style="list-style-type: none"> • Ronke <i>Oalatumji</i>, has accepted the Business Services Manager position at LMC, leaving the Internal Audit position open, the position will be posted after the July 24th Board Meeting, with job duties amended <p>Non Consent Agenda:</p> <ul style="list-style-type: none"> • 6A – Chancellor's job description amendment to classification descriptions and director of internal audit services, no change in compensation • 8A Facilities – Ray Pyle – amendments to agreements, Bids will come off on the July 18th, estimated \$50 – 60K DVC, 5 year Outlay Plan – is nothing new , projects will be pushed back <p>General Agenda Items:</p> <ul style="list-style-type: none"> • A - Grand Jury – the District has responded regarding solar energy • B – Grand Jury CCC Detention Facilities – wants the DO to provide instruction for young people detained in Byron Boys Ranch – DO responded • C – Grand Jury – Assessing Fiscal Risk – DO responded • D – References the Board Retreat regarding their goals and objectives. John Nejedly, will present the goals to the Governing Board. • E - Jonah Nicholas – 2002 Investment of General Obligation Bonds – Jonah will go to

		Board with an investment and comparison plan (regarding the benefit from the County) if the District went with the financial portfolio Retirement: <ul style="list-style-type: none"> Priscilla Leadon – has given 15 years of service to the district, retiring in August. She will be missed ii. Chancellor's report: Dr. Benjamin will do an Orientation to DGC, regarding roles, responsibility, bylaws, etc. at the September 3, 2013, meeting (first item on the agenda).	
Districtwide Policies & Procedures:			
8. Business Policies & Procedures:			
1 st Read			
Jonah Nicholas	Bus. 8.21	Student Trips outside the Country/State Out-of- County, Study Abroad and Out-of-the State, Trips for Educational Programs	Jonah will look into creating a Districtwide Procedure – Linda Kohler will forward a form being used at LMC for Jonah to review. This item will come back for a 2 nd read
	Bus. 9.24	Student Group Expense Claims Guidelines	Jonah will add language and bring back for a 2 nd read
	Bus. 9.25	Student Conference Expense (Delete)	Procedure (deleted) merged with Bus. 9.24, will bring back for a 2 nd read
2 nd Read			
Helen Benjamin	BP202	Leaves for Attendance at Education Activities Professional Development	approved on 2 nd read
Jonah Nicholas	Bus. 9.22	Employee Reimbursement	Approved on 2 nd read
9. Special Presentation: 2012-13 in review, Tim		The presentation represents the District's accomplishments of fiscal year 2012- 2013	

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<u>General Agenda Items – Information/discussion</u>	<p>Dr. Benjamin gave some direction to the new chair, Donna Floyd regarding preparing her agenda; suggesting she meet with the steering committee and constituency speakers, to create the agenda. Once you have finalized your agenda, meet with Carol & Linda (Chancellor's office) to assist in posting the agenda and attachments.</p> <p>Mojdeh – informed DGC that the District will be working on the Districtwide Strategic Plan this year, and as in the past will utilize DGC and subcommittees to determine specific dates to start the work.</p> <p>She also reminded the committee that the District accreditation visit is October 2014</p> <p>There was a discussion regarding a Calendar grid (used in the past) that list the DGC and Steering Committee meeting dates, due dates of agenda items, and posting dates that was helpful. Mike, had a copy of the document and shared it with Donna for review and updating.</p>
10. Adjournment	<p>Motion passed and moved to cancel the August meeting. The next DGC meeting is scheduled for Tuesday, September 3, 2013.</p>