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

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Outcome</th>
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<tbody>
<tr>
<td>1. Called to Order</td>
<td>Meeting called to order at 1:09 pm</td>
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<tr>
<td>2. Adoption of Agenda</td>
<td>Agenda approved</td>
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<tr>
<td>3. Approval of Minutes</td>
<td>June 18, 2013, Minutes Approved with changes (Add Russ Holt’s name to the Attendance sheet)</td>
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<td>4. Public Comment</td>
<td>No members of the public present</td>
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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:
      - Classified: Shondra West, Speaker
      - Faculty: Louie Giambattista, absent

DGC Minutes
07.16.13
7. Chancellor’s report

i. Dr. Benjamin gave an overview of the 07.24.13 GB Agenda/Study Session;

The focus of the study session:

- 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

Consent Agenda: routine

- Ronke Olatunji, 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

Non Consent Agenda:

- 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

General Agenda Items:

- 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:**
- 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: 1st Read

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Jonah Nicholas</td>
<td>Bus. 8.21</td>
<td>Student Trips outside the Country/State, Out-of-County, Study Abroad and Out-of-the State, Trips for Educational Programs</td>
<td>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 2nd read</td>
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<tr>
<td></td>
<td>Bus. 9.24</td>
<td>Student Group Expense Claims Guidelines</td>
<td>Jonah will add language and bring back for a 2nd read</td>
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<td></td>
<td>Bus. 9.25</td>
<td>Student Conference Expense <em>(Delete)</em></td>
<td>Procedure (deleted) merged with Bus. 9.24, will bring back for a 2nd read</td>
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#### 2nd Read

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<tbody>
<tr>
<td>Helen Benjamin</td>
<td>BP202</td>
<td>Leaves for Attendance at Education Activities Professional Development</td>
<td>Approved on 2nd read</td>
</tr>
<tr>
<td>Jonah Nicholas</td>
<td>Bus. 9.22</td>
<td>Employee Reimbursement</td>
<td>Approved on 2nd read</td>
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#### 9. Special Presentation:
2012-13 in review, Tim
The presentation represents the District’s accomplishments of fiscal year 2012-2013

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<td><strong>General Agenda Items – Information/discussion</strong></td>
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<td>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 &amp; Linda (Chancellor’s office) to assist in posting the agenda and attachments.</td>
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<td>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.</td>
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<td>She also reminded the committee that the District accreditation visit is October 2014</td>
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<td>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.</td>
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<td><strong>10. Adjournment</strong></td>
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<td>Motion passed and moved to cancel the August meeting. The next DGC meeting is scheduled for Tuesday, September 3, 2013.</td>
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