



*Vision: Transforming lives through learning.*

**DEC CHARGE:** The District Executive Council (DEC) serves in an advisory capacity to the Chancellor. DEC advises the Chancellor on District policy development and governance issues, and on matters referred to the council by the colleges, District Services, and/or college/District standing councils or committees. DEC reviews and recommends items for the Governing Board meeting dockets.

## DISTRICT EXECUTIVE COUNCIL

### MEETING NOTES

Monday, January 11, 2021, 1:00-2:00 PM

Via Zoom

<b>Chair:</b> Chancellor	Lynn Neault	<input checked="" type="checkbox"/>	Confidential Admin Rep.	Jessica Robinson	<input checked="" type="checkbox"/>
Int VC Business Services	Sahar Abushaban	<input checked="" type="checkbox"/>	Confidential Employees Rep.	Cheryl Detwiler	<input checked="" type="checkbox"/>
VC Human Resources	Tim Corcoran	<input checked="" type="checkbox"/>	Academic Senate Pres.-CC	Manuel Mancillas-Gomez	<input checked="" type="checkbox"/>
VC Student & Inst Success	<i>Vacant</i>		Academic Senate Pres.-GC	Denise Schulmeyer	<input checked="" type="checkbox"/>
Int President-GC	Marsha Gable	<input checked="" type="checkbox"/>	Classified Senate Pres.-GC	Cindy Emerson	<input checked="" type="checkbox"/>
President-CC	Julianna Barnes	<input checked="" type="checkbox"/>	<u>Guests:</u>		
ASGCC President	Kristie Macogay	<input type="checkbox"/>	Pat Setzer		
ASGC President	Kaelin Mastronardi	<input checked="" type="checkbox"/>	Pearl Lopez		
AFT Representative	Jim Mahler	<input type="checkbox"/>			
CSEA President	Kathleen Flynn	<input checked="" type="checkbox"/>	<b>Recorder:</b>		
Admin Association Rep.	Michael Copenhaver	<input checked="" type="checkbox"/>	Executive Assistant	Mike Williamson	<input checked="" type="checkbox"/>

Discussion items	Action/Follow-Up
<p>A. Tuesday, January 19, 2021, Governing Board Regular Meeting Draft Docket, Via Zoom</p> <ul style="list-style-type: none"> <li>● 4:15 PM Open Session</li> </ul>	<p>Chancellor Neault opened the meeting.</p> <ul style="list-style-type: none"> <li>● The group approved the 12/7/20 meeting minutes.</li> <li>● Item E below was taken out of order.</li> <li>● Item B below was taken out of order.</li> </ul> <p>The Governing Board Regular Meeting Draft Docket was reviewed.</p> <ul style="list-style-type: none"> <li>● Agenda Item 8.1 Board Policies – Chancellor reviewed the Board Policies and Administrative Procedures in Item F below. She inquired whether there was consensus that the BPs could move forward to the Governing Board.</li> <li>● Michael C. expressed concerns that constituencies may want to review the BPs and APs. Since they are first reads, he would like an opportunity to review them and bring them back to DEC next month. The 6-year review should not be a rubber-stamp process.</li> <li>● The following BPs were approved to move forward to the Governing Board’s January 19, 2021 agenda:             <ul style="list-style-type: none"> <li>○ BP 2435 Evaluation of the Chancellor</li> <li>○ BP 2725 Board Member Compensation</li> </ul> </li> </ul>

Discussion items	Action/Follow-Up
	<ul style="list-style-type: none"><li>• The following BP/APs will be brought back to DEC for a second read in February:<ul style="list-style-type: none"><li>○ BP/AP 4022 Course Approval</li><li>○ BP/AP 5030 Fees</li><li>○ BP/AP 5040 Student Records, Directory Information, and Privacy</li><li>○ BP 6308 District Trust Funds</li><li>○ BP/AP 6330 Purchasing</li><li>○ BP 6900 Bookstores</li></ul></li></ul> <p>Sahar A. reviewed Docket Items 10.1, 10.2, 10.3, 11.1 and 11.2. There were no questions or comments.</p> <p>Tim A. reviewed Docket Items 12.1. There were no questions or comments.</p>
B. Governor’s Budget Update (Sahar A.)	<p>Sahar A. noted the following regarding the Governor’s Budget:</p> <ul style="list-style-type: none"><li>• The budget includes a COLA of 1.5%, which means a general fund revenue increase of \$1.7 million.</li><li>• The increased revenue is much lower than the increase in salaries and benefits.</li><li>• Deferrals will be bought down in the amount of \$1.1 billion. The impacts of this on GCCCD’s borrowing is still unclear.</li></ul>
C. IEPI Draft Plan	<p>Sahar A. shared the <a href="#">IEPI Draft Plan</a>, noting a more thorough discussion of this document would take place at the DSP&amp;BC meeting following this meeting.</p> <p>Chancellor provided a brief overview:</p> <ul style="list-style-type: none"><li>• A team visited the colleges and district to evaluate how to improve support for the campuses.</li><li>• Suggestions and observations were provided, including praise for the District’s commitment to students.</li><li>• The team came up with actionable items, mostly around information technology, which will be carried out this year.</li><li>• Specific goals are identified with persons responsible and target completion dates.</li><li>• The plan is still a draft and under review.</li></ul>

Discussion items	Action/Follow-Up
D. District Closure Update	No discussion under this item due to time constraints.
E. <a href="#">Draft Language for Guidelines on Required Use of Cameras in the Classroom</a>	<p>Pat Setzer reviewed the draft language for guidelines on required use of cameras in the classroom.</p> <ul style="list-style-type: none"><li>• The language was reviewed by a workgroup consisting of Pat Setzer, Marshall Fullbright, Academic Senate Presidents, Distance Education Coordinators, DSPS representatives, Brad McCombs, and Kim Dudzik.</li><li>• The legal opinion was reviewed.</li><li>• Concerns and opinions were discussed, and draft language was formulated.</li><li>• An equity statement was included to ensure mindfulness regarding equity gaps resulting from technology.</li><li>• Cameras should be presumptively optional for live synchronous online classes.</li><li>• For particular classes where some sort of audio/ video participation is necessary:<ul style="list-style-type: none"><li>○ Students should be given as much notice as possible.</li><li>○ There should be a makeup policy in case internet is not available.</li><li>○ Specific times and activities requiring use of camera should be provided to students.</li><li>○ Outside of times specified, camera use will be optional.</li><li>○ ASL courses was mentioned as an example of when using a camera may be absolutely necessary.</li></ul></li><li>• Guidelines are intended as temporary language until CCLC provides guidance.</li><li>• Guidelines should be shared with faculty via deans and department chairs.</li><li>• In response to an inquiry by Julianna B., Pat S. explained that the times when cameras use can be required is when it is required to ensure effective instruction at the discretion of faculty.</li><li>• Chancellor Neault would like more formal guidance sent out in light of the legal opinion.</li><li>• Jessica R. noted a more formal approach will allow Student Services to work more effectively with faculty and students.</li></ul>

Discussion items	Action/Follow-Up
	<ul style="list-style-type: none"> <li>• Due to time constraints it will be difficult to refer this interim language to SISC, as SISC does not meet again until 2/22/21.</li> <li>• Pearl L. feels a week’s notice to students is insufficient, especially for those with financial challenges. They may need to obtain a camera or better WiFi service.</li> <li>• Denise S. noted getting the language out ASAP is critical so faculty can get the information into their syllabi and allow students to plan accordingly.</li> <li>• Chancellor noted the language does not need to be edited further. However, context should be provided in the distribution email.</li> <li>• Pat S. and Marshall F. will work together to formulate the communication for distribution.</li> <li>• It is not possible to get this information into the section notes for the spring semester due to overburdened staff. This may be possible for summer and fall.</li> <li>• Programs for providing students with technology are still available for spring.</li> <li>• Chancellor suggested a general registration notice and/or an email to students.</li> <li>• It was suggested that the communication be done jointly between the VPIs and the Academic Senate Presidents.</li> <li>• Julianna B. suggested closer alignment with the legal opinion, and possibly examples can be provided of when a camera may be required.</li> <li>• Chancellor emphasized the communication begin with a strong statement regarding cameras being presumptively optional.</li> <li>• Students need to be informed of their options and accommodations in the event they have a challenge with a classroom camera situation.</li> </ul>
<p>F. Board Policies and Administrative Procedures            FIRST READS:</p> <ul style="list-style-type: none"> <li>• <a href="#">BP 2435</a> Evaluation of the Chancellor               <ul style="list-style-type: none"> <li>○ CCLC Update 37 – legal citation to Ed Code Section 87663 added</li> <li>○ 6-year review</li> <li>○ There is no AP</li> </ul> </li> </ul>	<p>As discussed under Item A above:</p> <ul style="list-style-type: none"> <li>• The following BPs were approved to move forward to the Governing Board’s January 19, 2021 agenda:               <ul style="list-style-type: none"> <li>○ BP 2435 Evaluation of the Chancellor</li> <li>○ BP 2725 Board Member Compensation</li> </ul> </li> </ul>

Discussion items	Action/Follow-Up
<ul style="list-style-type: none"> <li>• <a href="#">BP</a> 2725 Board Member Compensation               <ul style="list-style-type: none"> <li>○ CCLC Update 37 – one minor change clarifies that Board may increase its compensation by up to five percent per year</li> <li>○ There is no AP</li> </ul> </li> <li>• <a href="#">BP/AP</a> 4022 Course Approval               <ul style="list-style-type: none"> <li>○ Reviewed by SISC</li> <li>○ BP – Curriculum chairs made recommended changes</li> <li>○ AP – Updated to include requirements related to the course approval of non-credit courses</li> </ul> </li> <li>• <a href="#">BP/AP</a> 5030 Fees               <ul style="list-style-type: none"> <li>○ Reviewed by SISC</li> <li>○ CCLC Update 37 – AP updated to remove field trips as a prohibited fee</li> <li>○ No changes to the BP</li> </ul> </li> <li>• <a href="#">BP/AP</a> 5040 Student Records, Directory Information, and Privacy               <ul style="list-style-type: none"> <li>○ Reviewed by SISC</li> <li>○ CCLC Update 37 – AP updated to add legal reference to Title 5 Section 59410</li> <li>○ No changes to the BP</li> </ul> </li> <li>• <a href="#">BP</a> 6308 District Trust Funds               <ul style="list-style-type: none"> <li>○ 6-year review</li> <li>○ BP Reviewed by Business Services – no changes recommended</li> <li>○ There is no AP</li> </ul> </li> <li>• <a href="#">BP/AP</a> 6330 Purchasing               <ul style="list-style-type: none"> <li>○ 6-year review by Sahar/Business Services – no changes recommended</li> <li>○ BP – minor change to citation</li> <li>○ AP – minor change – removal of PU6</li> </ul> </li> <li>• <a href="#">BP</a> 6900 Bookstores               <ul style="list-style-type: none"> <li>○ 6-year review</li> <li>○ Reviewed by Business Services</li> <li>○ There is no AP</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The following BP/APs will be brought back to DEC for a second read in February:               <ul style="list-style-type: none"> <li>○ BP/AP 4022 Course Approval</li> <li>○ BP/AP 5030 Fees</li> <li>○ BP/AP 5040 Student Records, Directory Information, and Privacy</li> <li>○ BP 6308 District Trust Funds</li> <li>○ BP/AP 6330 Purchasing</li> <li>○ BP 6900 Bookstores</li> </ul> </li> </ul>
<p>G. Next Meeting</p>	<p>Monday, February 8, 2021, 1:00-2:00 PM          Via Zoom</p>