

District Decision Making Taskforce (DDMT)
Meeting Minutes
October 9, 2012

Members Present:

Jothany Blackwood (administrator, chair)
Ed Eng (administrator)
John Fitzer (administrator)
Jim Chin (administrator)
Tabitha Villalba (faculty, FCC)
Evita Ram (CSEA)
Larry Dickson (Classified Senate)
Barbara Wells (Classified Senate)
Jan Benson (student, FCC)

Members not Present:

Ruby Duran (faculty, Reedley)
Erik Fritz (faculty, Willow International)
Harpreet (student, Willow International)
Tony Cantu (administrator)

Representation not yet filled:

AFT: (1) faculty representative
CSEA: (1) classified representative
Students: (1) Reedley College representative

1. Introductions

- a. Seventeen member taskforce; in the process of filling the vacant representative positions
- b. The meeting dates only include Fall 2012; the taskforce may meet during the spring semester depending on the feedback from constituency groups

2. Review of Scope

- a. DDMT Scope and Charge document is not an operating agreement, though similar in appearance; it was formatted in such a way to help constituency groups understand what the task force's purpose was and to aid in selecting representatives; the task force is a collaborative group
- b. DDMT will be looking at other districts as examples (North Orange County Community College District and Santa Clarita Community College District decision-making plans were emailed prior to the meeting)
- c. The charge of DDMT is to create resource manual regarding decision making

- d. DDMT will examine relationships between groups (chancellor, district, colleges, etc.) and how decisions make it through the pipeline
 - e. DDMT will examine how the decision-making process meets the standards in the District Strategic Plan and Communication Plan.
 - f. FCC president, Tony Cantu, has developed a matrix of committees, including task forces; this will be available at the next meeting
- 3. Using Decision Making Manuals as a Reference**
- a. The two manuals were given to the chair by the College Brain Trust; DDMT is tasked with reading them by the next meeting for discussion; the discussion will include: an understanding of the other districts' decision-making processes, pros/cons of each plan, how their plans would work for SCCCD, examination of SCCCD's groups, and connection to the District Strategic and Educational Master Plans
 - b. Both districts are similar in size to SCCCD
- 4. Other**
- a. Meeting dates will be: October 9, October 23, November 6, November 20, December 4 from 3:00-5:00pm in the SCCCD conference room
 - b. District Strategic Plan noticed there was no single place to go that contained an "all-committee" list; currently that group has put together a list of committees (not task forces) but are still checking the list for accuracy; once the list is compiled as accurately as possible, it will need to be updated by the DDMT, which is under the Vice Chancellor of Educational Services and Institutional Effectiveness; the chair will provide the list (draft) at the next meeting
 - c. The Communication Council operates as a governance group but would like to expand; the District-Governance task force is on hold until after the DDMT work is complete; the DDMT will give clarity to the Communication Council who is forming the governance group
 - d. The chair will create an Intranet folder for DDMT

Meeting adjourned: 4:15pm

Next meeting: Thursday, Oct. 23

**District Decision Making Taskforce (DDMT)
Meeting Minutes
October 23, 2012**

Members Present:

Jothany Blackwood (administrator, chair)
John Fitzner (administrator)
Jim Chin (administrator)
Barbara Wells (CSEA)
Larry Dickson (CSEA)
Tabitha Villalba (faculty, FCC)
Ruby Duran (faculty, Reedley)
Erik Fritz (faculty, Willow International)

Members not Present:

Harpreet (student, Willow International)
Tony Cantu (administrator)
Ed Eng (administrator)

Representation not yet filled:

AFT: (1) faculty representative
RC Classified Senate: (1) classified representative
FCC Classified Senate: (1) classified representative
Students: (1) Reedley College representative

Define the role of constituents from the Board to frame the governance and decision-making processes. The taskforce decided to use the Using the NOCCD Manuel as a template. There was a discussion to identify the various constituents within SCCCD.

Develop a list of current district-level governance and decision-making groups. The taskforce identified the district's current governance and organizational groups. The district recently created the District Human Resources Staffing Plan Taskforce. The District Resources Allocation Taskforce continues its work as the operating agreement for the standing committee is still being vetted.

Define the purpose, membership, and reporting structure for each existing district-level governance and decision-making group. The taskforce reviewed the draft of districtwide committees and discussed which groups were

still active or had merged with other groups. There were also assignments that groups by location would work on drafting language for the constituent groups and submit for the next meeting:

- Board Trustee & Chancellor: Tabitha & Larry FCC
- College and Campus Presidents & Classified Professionals: Erik, Barbara, and Jim
- Faculty, Tabitha & Erik
- Students : John & Rudy

Meeting adjourned: 4:50pm

Next meeting: Tuesday, November 6, 2012

**District Decision Making Taskforce (DDMT)
Meeting Minutes
Nov. 6, 2012**

Members Present:

1. Jothany Blackwood
2. John Fitzer
3. Ed Eng
4. Tony Cantu
5. Barbara Wells (CSEA)
6. Tabitha Villalba (faculty, FCC)
7. Ruby Duran(faculty, RC)
8. Erik Fritz (faculty, WI)
9. Sandra Villa (student, RC)
10. Harpreet (student, WI)

Members not present:

- Larry Dickson (CSEA)
- Jim Chin (administrator)

Representation not yet filled:

- AFT: (1) faculty representative
- RC Classified Senate: (1) classified representative
- FCC Classified Senate: (1) classified representative

District Decision Making Taskforce (DDMT) – Meeting Notes – December 4, 2012

Meeting began at 3:10 pm

Attendees:

John Fitzer, Ruby Duran (Reedley), Barbara Wells, Jim Chin (Willow/International), Larry Dickson, Jothany Blackwood, Jan Benson, Lacy Barnes (DO).

Jothany mentioned that agenda items 1 (Welcome), 2 (Review roll of constituents) & 3 (Review district-level committees) will be covered today. Will leave other three items for next meeting.

Agenda Item #1:

Paul Gilmore was suppose to attend for SCFT, but was unable to make it. Jothany reported that Lacy Barnes would attend this meeting, and Paul would attend future meetings. Jothany welcomed Lacy to the group.

Agenda Item #2:

Jothany moved on to item two and reviewed the revised drafts on the “role of constituents.” Members present discussed their assignments.

Larry Dickson reported on those constituents assigned to him, Tabitha Villalba and/or Erik Fritz: Board of Trustees: Has filled in most information but will need to follow-up on a few other points. Will work with Tabitha to complete.

Faculty: Assigned to Tabitha and Erik; both were absent.

Chancellor: Jothany reported. Most information is complete. There were no questions.

College President: Jothany reported. Most information is complete. There were no questions.

Educational Administrators (Version two): John Fitzer reported on this group. Most changes have been incorporated. Everything appears current at this point. There were no questions.

Classified professionals: Barbara Wells reported out. She indicated that she learned that there are two classified designations: Professionals and Managers. There are also subgroups under Classified Professionals which include Classified Senate, CSEA and POA. These subgroups were incorporated into the draft but will need to be filled in on detail. Barbara asked for some guidance regarding each of these sub-groups and how to obtain such information. Jothany suggested she speak with Sam Campbell in the district office to gather detailed information.

Students: Jothany reported that this area seemed complete. No changes have been made to students.

Jothany thanked everyone for their efforts on obtaining information to date. She further explained the purpose of the manual and their work will contribute to this overall effort. Jothany requested that all group leaders submit additional information to her one-week prior to next meeting so that information can be incorporated into the next draft.

Action item: SUBMIT further information gathered to Jothany by TUESDAY, JANUARY 8th, 2013.
Next Meeting: Scheduled for FRIDAY, JANUARY 15, 2013.

Agenda Item #3:

Jothany shifted discussion to the District Committee Structure. She reiterated the group's purpose in identifying what now exists within the district regarding current committee's: Name, facilitator, charge/function of committee, membership of committee, meeting dates and times, and decision making approval process. Jothany noted later in the discussion that group members should also include the designation of "to whom" and/or "to where" does a committee report.

Jothany noted that Tony Cantu and Ed Eng were assigned the following committees: Chancellor's Cabinet, Communication Council, Perkins Loan, VTEA, District Research, District Enrollment, VPs and RAM. She will speak to these committees toward the end of the meeting.

District Matriculation work group: Larry spoke to the committee. He mentioned that the group was waiting for Mark Sanchez who was heading this work group. The group did not get the information it needed because they were unable to meet with Mark. The group was informed that this committee will eventually become a sub-group of the District Enrollment Management Committee which has not yet officially formed. Larry noted that as the membership is currently structured, there are very few classified members on this committee.

Reg-to-Go: Larry addressed what he could on this topic. He was told that this committee is becoming obsolete and will become a sub-group to the District Matriculation committee. Jothany asked the question about why this committee would become obsolete and the previous committee wouldn't? She pointed out that there may be some need for a consistent approach in dealing with such similar situations.

AR 7120 Hiring Committee. Larry reported that Diane Clerou call this committee together to review the AR. There was some question as to whether or not it is an on-going committee or one that meets "as needed."

District Human Resources Staffing Taskforce: Jothany pointed out that this is a new taskforce. It will be looking into staffing resources at the district level and college levels.

District Classified Professionals Staff Committee: Barbara reported that she is waiting for information from Jill Harmon and Dr. Emerzian to complete this committee.

Classified Training Committee: Barbara stated that she asked Claudette Matz and Diane Clerou about this committee and they were kind enough to fill in all the details on this and the NEO committee as well.

New Employee Orientation Committee (NEO) This information is up-to-date: Claudette and Diane filled in all information. This committee began new last year. Its purpose is to orient new employees to the district.

John Fitzer and Ruby Duran collected information on the following technology committees.

IS Priority Committee: John reported that this committee is misnamed, the reference to Datatel should not be there. This group exists to support the Datatel program. John reported that this committee reports to the VC of Institutional Services and Effectiveness.

District Technology Committee: John reported that this committee prioritizes work regarding technology. He will check on the certainty of whether or not this is actually a committee.

Technology Coordination Committee: John reported that this committee is not meeting any more, and will be absorbed into the District Technology Committee.

Directive to committee: Jothany suggested that this document should archive this history and note when committees become obsolete.

ASUR – response team. Jothany reported that this group was assembled to provide recommendation and accommodations for the district office, much like that which is done at the college levels during program review. To date, the information displayed is complete.

District Decision Making Taskforce (DDMT): Jothany reported that all information on this committee is complete as well.

Discussion moved back to Cantu and Eng's committees.

Chancellor's cabinet: Jothany reported that a primary function of this group is to solve district problems. All information to date seems accurate and complete.

Communication Council: Jothany pointed out that this is the only governance group in the district. As above, all information seems accurate and complete.

ECPC: Oversees and gives final approval to all district curriculum and programs submitted by the colleges. Needs to know to where and to whom this committee reports?

VTEA: Jothany reported that more information is needed on this committee. Tony Cantu will follow-up,

District Research: Jothany reported that this committee needs to identify other committee members and to whom this committee reports.

District Enrollment Management Committee: Jothany reported that this committee has not been formed as of yet.

Vice President's Committee: Jothany (?) reported that it appears as if the group is for students services. Only Student Services VPs attend. More clarification is needed as to the real nature and charge of this committee.

Resource Allocation Model Taskforce (RAMT): This committee is charged with identifying a resource allocation model for the district.

Governance Group: Tony Cantu will lead this group.

Meeting was adjourned at 4:27 pm.

Submitted by Lacy Barnes

District Decision Making Taskforce (DDMT) – Meeting Notes – January 29, 2013

Meeting began at 3:07pm

Attendees: Joseph Libby, Barbara Wells, Paul Gilmore, Tabitha Villalba, Tony Cantu

Agenda Item #1:

Tabitha chaired the meeting in Jothany's absence. She told the attendees that several members were not able to make the meeting because of a conflict. The committee introduced each other to new members: Paul and Joseph. Tabitha explained the purpose of the taskforce and where the group was in process.

Agenda Item #2:

The minutes were reviewed and accepted.

Agenda Item #3:

In the manual draft, under "Board of Trustees," Tabitha verified that the chancellor is described as the "professional advisor" in board policy and that the decision date for student voting is May 15 according to Board Policy. The highlights from those sections were removed. Tabitha will work with Larry to complete the duties listed under the Board. Under the "Chancellor" section, Tabitha was unsure about the note regarding the role of Chancellor's Cabinet and will follow-up with Larry for this section as well.

Under "Faculty," Paul suggested there be a SCFT section added to better describe their role in decision-making. Paul will draft this. Paul will also review the process for Academic Senate and the Board and identify laws and codes to verify. He will forward this information to Tabitha and Joseph.

The "College President" section is complete. Tony pointed out that there is very little policy, but he will identify the BP for this section.

"Educational Administrators" was discussed briefly. The term "directions" was questioned, but the group decided to keep this phrase. Tabitha will follow-up with Jothany and John regarding which AR needs to be identified.

There was some discussion regarding "Classified Professionals." Barbara will separate the groups by represented and unrepresented within bargaining arrangements (CSEA and Classified Management are written under the same section currently). CSEA appoints and plays a different role in decision-making than the other groups in that section. Teamsters represents POA and will also need to be separated. There is a 10+1 board policy that should be included under Classified Senate. Tony will send this policy to Barbara because she was not aware of where to find this policy.

The "Students" section was identified as being complete.

The members present were assigned a completion date for the sections they are responsible for: February 8, 2012 (the Friday before the next meeting). The revisions will need to be emailed to Jothany. The group also needs to be identifying the BPs, ARs, Ed. Code, and/or web addresses for the appendix.

Agenda Item #4:

The members decided to fold Registration-to-Go into the Matriculation Work Group. Tony discussed the matrix that identifies committees and their sub-groups. Tabitha will ask Jothany to forward that information to the group.

The Administrative Regulation Committee will fold into the HR Staffing.

Barbara stated she will continue to follow-up with Janice Emerzian and Jane Herman regarding the Classified Professionals Staff Committee. She did hear from them prior to the meeting today.

The IS Priority committee and the Datatel Users Group are separate groups with different functions. Tabitha will follow up with Cheryl Sullivan and John Bengtson.

Tony noted that DDMT will eventually become part of the Communications Council.

Agenda Item #5:

There was a discussion regarding the decision-making process as listed under the committee's master list. Tony provided the decision-making/approval process for Communications Council, ESPC, District Research, and the IS Priority Committee. The Perkins Planning team was questioned as to whether or not it was still functioning.

Agenda Item #6:

The members present could not identify any gaps in the current list of committees.

Agenda Item #7:

Paul asked whether or not this group would be outlining which committees are operational and which are governance in the manual. Tony explained that this would be identified within the operating agreements on the master list. Tabitha explained that this point was discussed at an earlier meeting and still needs more discussion.

Meeting was adjourned at 4:04pm.

Action item: SUBMIT further information gathered to Jothany by Friday, February 8, 2013.

Next Meeting: Scheduled for TUESDAY, February 12, 2013.

Submitted by Tabitha Villalba

District Decision Making Taskforce (DDMT)

February 26, 2013

Minutes

1. Review of Meeting Notes. Informational.
2. Continue discussion and clarification regarding the following agenda items:
 - a. Review revised drafts on the role of constituents. Discuss changes.
 - b. Review and discuss revised list of district-level committees. Contact chairs to confirm accuracy of information provided and make changes.
 - c. Discuss the purpose, membership, and reporting structure for each existing district-level governance and decision-making group. Continue to confirm accuracy of information provided and make changes.
 - d. Review the list of current committees and identify gaps where any district-level governance and decision-making group needed be added. This is still pending once the taskforce addresses the other items.

District Decision Making Taskforce (DDMT)

April 9, 2013

Minutes

1. Review of Process and Timeline for draft manual: Confirm our schedule and what tasks have to be completed to finalize draft by end of spring.
2. Review of Content for Draft Manual: Review sections on committees and constituent roles.
3. Request language written for the following:
 - a. Prologue
 - b. Types of Groups that Develop Recommendations
 - c. Last section of Faculty

Assignments to the following subgroups and it should be submitted to Jothany by

Friday, April 19th at noon:

- Complete task of writing language for the following:
- Prologue: Tabitha and Jan
- Types of Groups that Develop Recommendations:
- Governance: Larry
- Organizational: Barbara
- Introduction and Ad Hoc: Paul
- Last section of Faculty: Paul

4. Review & Editing of Manual: This cannot occur until all submission are in.

Tabitha will handle the review and Jothany will do the final review.

5. Review & Editing of Appendices: John and Ruby are already working on this to ensure there are no gaps and its organized in a consistent manner.

6.

District Decision Making Taskforce (DDMT)

April 23, 2013

Minutes

These were due on **April 19th at noon** but are still outstanding.

1. Complete task of writing language for the following:
 - **Prologue:** Tabitha and Jan
 - **Types of Groups that Develop Recommendations:**
 - Governance: Larry
 - Organizational: Barbara
 - Introduction and Ad Hoc: Paul
 - **Last section of Faculty:** Paul will resend

The tasks below are not due until Friday, May 3rd:

2. Review & Editing of Manual: Larry and Tabitha
3. Review & Editing of Appendices: John and Ruby

District Decision Making Taskforce (DDMT)

May 7, 2013

Minutes

1. Review the draft manual. Identify the changes and ask for any final comments as the next step is to take it to Chancellor's Cabinet.
2. Review of Appendices Links. Share how the revised section was organized. We still need to make live links to go with the electronic version.
3. Next Steps:
 - Editing of Manual. Tabitha and Jothany will complete this portion.
 - Present draft to Chancellor's Cabinet in 2 weeks. The draft will go to Cabinet for review and revision.
 - The process for constituent dialogue and review. After Cabinet's review and revision process, the draft manual will be presented at Communications' Council and to constituent groups at the colleges and centers for feedback.
4. Fall Meetings: Once the feedback comes in the fall from constituent groups, the taskforce will reconvene to review recommendations and lead the revision process of the manual.