

**DCAP MEETING**  
**Thomas G. Lakin Boardroom**  
**Friday, February 23, 2017 – 8:30 am**

**Present:**

Rick Post – Chair, Alex Kolesnik – Co-Chair (Skype), Nenagh Brown, Sylvia Barajas for Luis Sanchez, Greg Gillespie (Skype), Pamela Yeagley, David El Fattal, Gary Maehara for Michael Shanahan, Diane Eberhardy, Gilbert Downs (Skype), Cynthia Azari (Skype), Linda Kama'ila

**Absent:** Julius Sokenu, Kim Hoffmans, Jennifer Clark

**Guest:** Sherice Bellamy, Patti Blair, Steve Hall

**Recorder:** Andrea Rambo

Agenda Item		Action Due & By Whom
<b>Welcome</b>	R. Post welcomed the committee.	
<b>Approval of Minutes [February 3, 2017]</b>	The February 3, 2017 Minutes were reviewed and approved as presented.	
<b>FTES Working Group Update</b>	D. El Fattal distributed a handout, <i>FTES Workgroup – Enrollment Management Subgroup of DCAP</i> to discuss the charge and membership of the group. Following discussion, the Workgroup will be named the Enrollment Management Technical Workgroup in the Decision Making Handbook and will report to DCAP to aid in planning.	D. El Fattal will submit the revisions to the FTES Workgroup for the DMH.
<b>Decision Making Handbook Review</b>	<p>S. Hall indicated he will submit a draft of the AFT role by the March 31, 2017 DCAP meeting. Following discussion, the unions will be referred to as Bargaining Unit Representatives and there will be separate paragraphs for AFT and SEIU.</p> <p>The Committee discussed Consultation Council's role and adherence to their charge. Following discussion, the committee recommended a thorough review of Board of Trustees meeting agenda items at Consultation Council. R. Post will report out.</p> <p>Following discussion, the committee agreed to finalize the Decision Making Handbook by the April 28, 2017 DCAP meeting.</p>	<p>AFT and SEIU to provide Role.</p> <p>Vice Chancellors to provide revisions to the Functional Map.</p>

Agenda Item		Action Due & By Whom
	D. El Fattal indicated the Vice Chancellors will provide additional revisions to the Functional Map.	
<b>Student Perception Survey</b>	The Committee discussed rotating the schedule of using the CCSSE and the local Student Perception Survey and the purpose of the local survey. Following discussion, the college presidents will review the Student Perception Survey with college management and will provide recommendations to DCAP. Human Resource will provide recommendations for the Employee Perception Survey with input from the colleges. Following discussion, results from the survey will be shared with the colleges.	Presidents to review the Student Perception Survey with management and provide recommendations.  HR to provide recommendations for the Employee Perception Survey.
<b>Strategic Plan Subcommittee Update</b>	R. Post mentioned the committee will meet on February 27, 2017.	
<b>For the Good of the Order</b>	There were no items.	
<b>Future Items</b>	Student Perception Survey Employee Perception Survey	
<b>Adjourn</b>	The meeting adjourned at 9:41 a.m.	
<b>Future Meetings</b>	The next meeting will take place on March 31, 2017 from 8:30-10:00 am.	