

DCAP MEETING
Thomas G. Lakin Boardroom
Friday, January 6, 2017 – 8:30 am

Present:

Rick Post – Chair, Alex Kolesnik – Co-Chair, Greg Gillespie, Luis Sanchez, Gilbert Downs, Greg Gillespie, Pamela Yeagley, David El Fattal, Kim Hoffmans, Jennifer Clark, Michael Shanahan, Diane Eberhardy, Linda Kamai’la

Absent: Nenagh Brown, Julius Sokenu, Cynthia Azari

Guest: Sherice Bellamy

Recorder: Patti Blair

Agenda Item		Action Due & By Whom
Welcome	R. Post welcomed the committee.	
Approval of Minutes [December 2, 2016]	The December 2, 2016 Minutes were reviewed and approved with one correction.	
Strategic Plan Subcommittee Update	The next meeting is scheduled January 19 at 11:00 a.m.; members are invited to call-in. There will be a review and discussion of objectives and action plans.	
Enrollment Management Subcommittee Update	<p>D. El Fattal provided an update; at the last meeting, there was a recommendation for a Districtwide enrollment management committee (a subcommittee of DCAP).</p> <p>D. El Fattal recommends forming an ongoing workgroup (suggested members are Vice Presidents of Academic Affairs, Vice Presidents of Student Services, Information Technology, R. Post, and D. El Fattal). Need to determine committee membership, mission, develop policy statement, and determine how to support colleges. There will be a need to move quickly to meet within next few weeks and provide report at February 3 DCAP meeting. D. El Fattal will convene the meeting.</p>	

Agenda Item		Action Due & By Whom
Decision Making Handbook Review	<p>R. Post indicated review of the document continues. Requested changes:</p> <ul style="list-style-type: none"> • Add a revision date to all drafts. • Expansion of Role of the Classified Staff • Change frequency of Administrative Council. • Format for consistency – “From Each College” • Format for consistency – College Presidents, College Chief Instructional Officers, College Chief Student Services Officers, College Chief Business Officers • P. Yeagley recommended adding a consultation provision from Classified Senates under the District Consultation Council section, fourth paragraph. Suggestion was made based on Ventura College’s Classified Senate 9+1. Following discussion, the item will be presented to the Chancellor for determination. • Consultation Council – Change SEIU President to SEIU Chief Steward. • DCAP – consistent capitalization of bullet points • Formulate recommendations to “Consultation Council and are responsible...” • District Emergency Preparedness Committee – correct Chair title; eliminate Director of General Services under member - position listed as Co-Chair; from each college, remove “College” and “Services” in College Chief Business Services Officer • DTRW-I is reviewing the document and will provide information during the February 3 DCAP meeting • DTRW-SS currently under review in the committee • Add one SEIU representative under DCAS • Remove “College” from “College Chief Business Officer” • Updated Co-Chair language to remove “The home College for the” • Remove “College” from “College Chief Instructional Officer” • D. El Fattal will discuss adding a webmaster to ITAC 	<p>P. Yeagley will confirm request and provide clarification during the February 3 meeting.</p>

Agenda Item		Action Due & By Whom
	<p>membership.</p> <ul style="list-style-type: none"> • Update language to “Dean representing Distance Education” • Discussion of Functional Map Risk Management item under Human Resources and the Professional Development item under Business Services. <p>There was a request that Confidential Classified Employees and Classified Supervisors be added to the membership of committees when there is representation from Classified Employees. There was a request to add clarifying language under “Role of Classified Staff.” This discussion will continue.</p>	<p>D. El Fattal and M. Shanahan to discuss Risk Management and Professional Development and provide an update at the February 3 DCAP meeting.</p> <p>J. Clark will submit revised language including Classified Management and Classified Confidential to A. Rambo prior to the February 3 meeting.</p>
For the Good of the Order	There were no items.	
Future Items	R. Post invited members to attend the January 21, 2017 Board of Trustees Study Session. Agenda items include Enrollment Management; Workforce and Economic Development; Diversity and Equity; and District Organization and Resources.	
Adjourn	The meeting adjourned at 9:35 a.m.	
Future Meetings	The next meeting will take place on February 3, 2017 from 8:30-10:00 am.	