

**Board of Trustees**

Teresa R. Brown, President  
Janet Rivera, Vice President  
C Jennet Stebbins, Clerk  
Steve Castellanos, Member  
Mary Ann Cox, Member  
Taj M. Khan, Member  
Ted Simas, Member  
Waymond Hall, Student Representative

**College Superintendent/President**  
Dr. Raúl Rodríguez

**BOARD OF TRUSTEES AGENDA**

**May 4, 2010**

**SAN JOAQUIN DELTA COMMUNITY COLLEGE DISTRICT**

**Regular Meeting of the Board of Trustees**

**Public Meeting - 5:00 P.M.**



**Administration Building  
Board Room, Administration 103  
5151 Pacific Avenue  
Stockton, CA 95207**

# SAN JOAQUIN DELTA COMMUNITY COLLEGE DISTRICT

Regular Meeting of the Board of Trustees

Tuesday, May 4, 2010

Board Room, Administration 103

5151 Pacific Avenue, Stockton, CA

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## AGENDA

*No Closed Session*

5:00 P.M. Public Meeting

I. **CALL TO ORDER**

II. **PLEDGE OF ALLEGIANCE**

III. **COMMUNICATIONS**

A. Comments from the Public

IV. **CONSENT AGENDA**

*(Matters on the Consent Agenda are voted on collectively unless an item is pulled from the Consent Agenda for discussion)*

A. Governance Process

1. Consideration of Proposed Amendment to Policy 1230 "Naming of Facilities" and Renumber to Board Policy 6620 "Naming of Facilities" (First Reading).

V. **NONCONSENT – ACTION**

A. Consideration of Proposed Adoption of Board Policy (BP) and Administrative Procedure (AP) 3830, "Emeritus Status for Retiring Managers" (Second Reading).

B. Consideration of the approval of the Dean of Library Services Job Description.

VI. **REPORT**

A. ASBG Year-End Report – Patrice Burke, ASBG President and Josh Alavarez-Mapp, ASBG Senator.

B. Flea Market Report – Robbie Sealey, Flea Market Coordinator.

C. Equity Impacts of Budget Cuts – Dr. Matt Wetstein, Dean of Planning, Research and Institutional Effectiveness.

VII. **DISCUSSION**

A. Government Code 3060 – Mark Ornellas, Hydel & Ornellas Professional Law Corporation.

VIII. **FUTURE BOARD AGENDA ITEMS**

A. Board of Trustees.

IX. **COMMUNICATIONS**

A. Comments from the Superintendent/President.

B. Comments from Board Members.

C. Comments from Constituent Groups.

The Board reserves the right to modify the order of business in the manner it deems appropriate.

Closed session shall not extend past the designated time but should the business considered in closed session require additional time the board shall reserve time after the public meeting to continue discussion.

**X. COMING EVENTS AND CONFERENCES**

**A. Calendar of Events.**

Information available on-line at <http://calendar.deltacollege.edu/>

*Materials related to an item on this Agenda submitted to the Board of Trustees after distribution of the agenda packet are available for public inspection in the Office of the Superintendent/President in the Administration Building, Room 103, 5151 Pacific Avenue, Stockton, CA. Such documents are also available on the Delta College Website at [www.deltacollege.edu](http://www.deltacollege.edu) subject to staff's ability to post the documents before the meeting.*

**\*\*The next regular meeting of the Board of Trustees is May 18, 2010\*\***

The Board reserves the right to modify the order of business in the manner it deems appropriate.

Closed session shall not extend past the designated time but should the business considered in closed session require additional time the board shall reserve time after the public meeting to continue discussion.

# Board of Trustees

San Joaquin Delta Community College District  
5151 Pacific Avenue, Stockton CA 95207

CON A  
1.1  
**ACTION**

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**SUBJECT:** Consideration of Proposed Amendment  
Policy 1230 Naming of Facilities, Renumber  
to Board Policy 6620 Naming of Facilities  
(First Reading)

**DATE:** May 4, 2010

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## A. NAME OF AGENDA ITEM

Consideration of Proposed Amendment of Policy 1230 Naming of Facilities, Renumber to Board Policy (BP) 6620 Naming of Facilities (First Reading).

## B. STATEMENT OF ISSUE/PURPOSE

### 1. Purpose and Background:

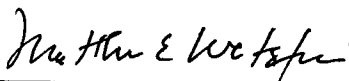
- 1.1 The College has been revising its policies and procedures to fit a new numbering format and language proposed by the Community College League of California (CCLC). Following the CCLC conversion, it is proposed to amend Policy 1230 "Naming of Facilities" and renumber to Board Policy (BP) 6620, renumber Procedure 1231 to Administrative Procedure (AP) 6620, "Naming of Facilities," and amend Administrative Procedure (AP) 2430 "Shared Governance Structure, Facilities Naming Committee," to reflect the Heritage Committee and its proposed composition.

### 2. Status:

- 2.1 A proposed revision to the facilities naming policy was first introduced to the Board of Trustees in October 2009. The initial draft ran into opposition from shared governance group members because of concerns over naming facilities in honor of current employees. A compromise version has been drafted and the proposed policy and procedure amendments reflect a more transparent process for naming facilities and the creation of a "Heritage Committee," with responsibility for making recommendations about the naming of District facilities.

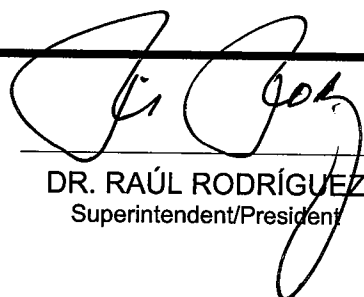
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RECOMMENDED:



DR. MATT WETSTEIN  
Executive Secretary  
Policy & Procedures Review  
Committee

APPROVED FOR  
CONSIDERATION:



DR. RAÚL RODRÍGUEZ  
Superintendent/President

# Board of Trustees

San Joaquin Delta Community College District  
5151 Pacific Avenue, Stockton CA 95207

CON A  
1.2  
**ACTION**

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**SUBJECT:** Consideration of Proposed Amendment  
Policy 1230 Naming of Facilities, Renumber  
to Board Policy 6620 Naming of Facilities  
(First Reading)

**DATE:** May 4, 2010

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The proposed amendments also allow the Superintendent/President, in extremely rare cases, to name facilities after employees currently employed by the District.

2.2 The proposed policy and procedures have been reviewed by governance groups, members of the Policy and Procedures Review Committee, and endorsed by the President's Council on April 27, 2010.

3. Recommendation:

It is recommended that the Board of Trustees accept the First Reading of proposed amendment of Policy 1230 "Naming of Facilities," renumbering to Board Policy (BP) 6620 "Naming of Facilities," and the companioned procedures.



1230 Naming of Facilities

BP 6620 Naming of Facilities

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Authority for approving names for such college facilities as buildings, individual rooms or spaces, i.e., courtyards and patio areas, rests with the Board of Trustees. The Superintendent/President shall recommend procedure and criteria to assist in the Board's decision.

Adopted — 6-21-77

Amended — 1-03-78

Amended — 6-30-80

BP 6620 Naming Buildings of Facilities

**Note: The following is not legally required. However, many districts have requested sample board policy and it is suggested as good practice. The following is sample language: examples may be requested from the League.**

All recommendations for naming buildings facilities shall be submitted to the Board by the [CEO] Superintendent/President for action.

All recommendations shall comply with the following criteria outlined in AP 6620 Naming of Facilities.

*[This section has been left blank to permit Districts to incorporate criteria appropriate to their own communities. It may include who may submit proposals (e.g., anyone); criteria for proposals (e.g., no living person, people who have supported the college); limits on renaming buildings; discretion of the CEO.]*

AP 6620 Naming of Buildings

**Note: This procedure is suggested as good practice. Local practice may be inserted. The League can provide samples of such procedures upon request.**



PROCEDURE 1231 Procedure and Criteria for Naming of Facilities  
Administrative Procedure 6620 Naming of Facilities

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1231—Procedure and Criteria for Naming of Facilities  
AP 6620 Naming of Facilities

A. The Heritage Committee will review applications and make recommendations on the naming of facilities, plantings, trees, and the placement of memorial plaques and other monuments. An appropriate facility is defined as an entire building, a definable portion of a building, grounds and landscaping (such as gardens, ponds, fountains, trees), athletic fields, and outdoor gathering spaces (courtyards, plazas, quads, or similar areas).

~~The Heritage Committee will be composed of two members of the Board of Trustees, the Superintendent/President, a community member appointed by the President of the Board of Trustees who is not otherwise employed by the College, a manager chosen by the Management Senate, a faculty member chosen by the Academic Senate, a classified employee chosen by the Classified Senate, and a student chosen by the Associated Student body Government.~~

Any current employee or student of the San Joaquin Delta College community may request to name or remove the current name of a campus facility, planting, or tree, or install or remove a memorial plaque or other monument, by submitting the request, along with appropriate documentation and reasoning, to the Heritage Committee.

B. College District facilities will be named for prominent residents (or former residents) of the San Joaquin Delta Community College District, especially those who have contributed significantly ~~for~~ to the development and operation of the College or for individuals who financially endow a major portion of the construction, improvement, or modernization of a College facility. Facilities may be named for both living and deceased individuals. No facility will be named for any person who remains actively employed by the College District, except in extremely rare cases when, on the recommendation of the Superintendent/President, exceptions can be made for particularly deserving individuals who have been employed by the District for a minimum of twenty years, and have a record of outstanding accomplishments on behalf of the College District.

Adopted 6-21-88

Proposed Change by the Superintendent/President 4/7/09 – Bold Double Underline – Double Strike Through - Policy and Procedures Review Committee April 15, 2010



~~PROCEDURE 1231 Procedure and Criteria for Naming of Facilities~~  
~~Administrative Procedure 6620 Naming of Facilities~~

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- B. **Upon approval by the Heritage Committee, recommendations for** the naming of College facilities shall be **submitted by the Superintendent/President to the Board for action** in open session at any Board meeting.

**See Administrative Procedure 2430 Governance Committee Structure**

Adopted 6-21-88

Proposed Change by the Superintendent/President 4/7/09 – Bold Double Underline – Double Strike Through - Policy and Procedures Review Committee April 15, 2010



The mission of San Joaquin Delta College is to provide excellent post-secondary education that serves the needs of students, the College District and the community through continuing, transfer, career and technical education, and economic development. To achieve this objective, the faculty and staff are committed to providing comprehensive instructional programs, student services and public services that are high quality.

In fulfilling its mission, San Joaquin Delta College acts upon the following principles:

- Commitment to excellence requires effective collaboration, respect for cultural diversity, appreciation of historical perspective, open communication, high academic standards, a vital connection to the arts and cultures of the community, and competitive athletics.
- Student success and equity are founded on a well-coordinated and institutionally-integrated developmental education program.
- Educational resources are available to all students regardless of age, disability, gender, or ethnicity.
- Institutional renewal must include continuous improvement through new and revised curricula; the use of student learning outcomes to enhance student performance; new and effective technologies; and ongoing faculty and staff professional development.

All aspects of the College encourage good citizenship, responsible leadership, ethical behavior, and the appreciation of lifelong learning.

## Committee Book 2009-2010

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### Ad Hoc/Advisory Committee

#### ~~Facilities Naming Heritage Committee~~

**Committee Composed of:** President of the Board of Trustees, Vice President of the Board of Trustees, Clerk of the Board of Trustees, Superintendent/President, President of the Academic Senate, President of the Classified Senate, Chair of the Management Senate, President of the Associated Student Body, Community representative appointed by the President of the Board of Trustees. **Executive Secretary:** ~~Public Information and Marketing Officer~~ **Appointed by the Superintendent/President**

**Committee Responsibilities:** ~~Consider suggestions for the possible naming of campus facilities for recommendation to the full Board of Trustees.~~ **The Heritage Committee will review applications and make recommendations on the naming of facilities, plantings, trees, and the placement of memorial plaques and other monuments. An appropriate facility is defined as an entire building, a definable portion of a building, grounds and landscaping (such as gardens, ponds, fountains, trees), athletic fields, and outdoor gathering spaces (courtyards, plazas, quads, or similar areas).**

**Advisory Relationships:** Advisory to the Board of Trustees

**Membership:**



PROCEDURE 1231 Procedure and Criteria for Naming of Facilities
Administrative Procedure 6620 Naming of Buildings

1231 Procedure and Criteria for Naming of Facilities
AP 6620 Naming of Buildings

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A. When the Board desires to name or rename a College facility, it shall informally direct the Superintendent/President to recommend appropriate names. Board members may also recommend names for consideration. An appropriate facility is defined as an entire building, a definable portion of a building, grounds and landscaping (such as gardens, ponds, fountains, trees), athletic fields, and outdoor gathering spaces (courtyards, plazas, quads, or similar areas).

When the Board desires to honor an individual by naming a facility for him or her, it shall informally direct the Superintendent/President to recommend an appropriate facility. The Superintendent/President may also suggest, at the Board's request, alternate facilities for the Board's consideration.

B. College facilities will be named for prominent residents (or former residents) of the San Joaquin Delta Community College District, especially those who have contributed significantly for the development and operation of the College or for individuals who financially endow a major portion of the construction, improvement, or modernization of a College facility. Facilities may be named for both living and deceased individuals. No facility will be named for any person who remains actively employed by the College although, on the recommendation of the Superintendent/President, rare exceptions can be made for particularly deserving individuals who have a long record of outstanding accomplishments on behalf of the College.

B. When the Board desires to honor an individual by dedication of trees or other plantings on campus, it shall informally direct the President to recommend an appropriate tree, planting, and location. College trees and plantings will be dedicated to persons whose past association with the college warrants such recognition.

C. When suggestions are received from the public or the staff recommending the naming of facilities or dedication of plantings, these recommendations will be shared informally with the Board, and held by the President for possible consideration in Parts A or B of this Procedure and forwarded to the Facilities Naming Committee for consideration. The Superintendent/President shall notify the individual making the suggestion of the disposition of the recommendation.

D. All recommendations for the naming of College facilities or dedication of plantings shall be submitted by the Superintendent/President to by resolution of the Board for action in open session at any Board meeting.

# Board of Trustees

San Joaquin Delta Community College District  
5151 Pacific Avenue, Stockton CA 95207

NONCON A  
1.1  
**ACTION**

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**SUBJECT:** Consideration of Proposed Adoption of Board Policy (BP) and Administrative Procedure (AP) 3830, Emeritus Status for Retiring Managers (Second Reading)

**DATE:** May 4, 2010

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## A. NAME OF AGENDA ITEM

Consideration of Proposed Adoption of Board Policy (BP) and Administrative Procedure (AP) 3830 "Emeritus Status for Retiring Managers" (Second Reading).

## B. STATEMENT OF ISSUE/PURPOSE

### 1. Purpose and Background:

- 1.1 The proposed Board Policy (BP) 3830 "Emeritus Status for Retiring Managers," would establish for the first time policies and procedures for designating retiring managers with the title of emeritus/emeriti in the wake of retirement. The proposed policy is part of collaborative effort by representatives of the Management Senate to grant recognition to distinguished managers who have contributed 20 years of service or more to the District, and who have provided meritorious contributions to the students and residents of the District, and/or local, regional, or national professional associations. The emeritus designation would entitle managers to participate in commencement exercises and attend events on campus for free; no compensation would be earned with the title.

### 2. Status:

- 2.1 As announced to the Board at their meeting on April 20, 2010, the Academic Senate voted to withdraw their interest in the proposed policy and procedure for faculty at this time.

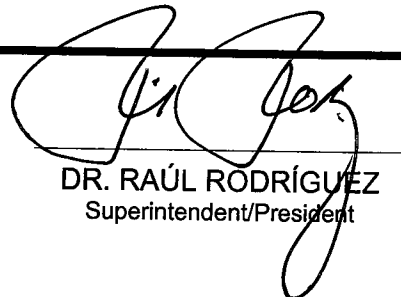
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RECOMMENDED:



DR. MATT WETSTEIN  
Executive Secretary  
Policy & Procedures Review  
Committee

APPROVED FOR  
CONSIDERATION:



DR. RAÚL RODRÍGUEZ  
Superintendent/President

# **Board of Trustees**

San Joaquin Delta Community College District  
5151 Pacific Avenue, Stockton CA 95207

**NONCON A  
1.2  
ACTION**

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**SUBJECT:** Consideration of Proposed Adoption of Board Policy (BP) and Administrative Procedure (AP) 3830, Emeritus Status for Retiring Managers (Second Reading)

**DATE:** May 4, 2010

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- 2.2 The Board Policy calls on the Management Senate to develop procedures for the recommendation of emeritus status, with final approval resting with the Board of Trustees. The proposed procedure is provided for Board review.
  - 2.3 The proposed policy and procedure has been debated extensively in the Academic and Management Senates, reviewed by governance groups and member of the Policies and Procedures Review Committee, and President's Council. The policy and procedure was amended and endorsed at the President's Council meeting of April 13, 2010.

## **C. RECOMMENDATION**

It is recommended that the Board of Trustees approve the First Reading of the Board Policy (BP) and Administrative Procedure (AP) 3830 "Emeritus Status for Retiring Managers.



**Academic Senate**

BP 3830 **Academic Ranking and Emeritus Status for Retiring Faculty and Managers**

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A. **Academic Ranking**

**Faculty shall have the following academic ranks/titles:**

1. **The title of tenured faculty shall be Professor.**
2. **The title of tenure-track faculty shall be Assistant Professor.**
3. **The title of part-time faculty shall be Associate Professor.**
4. **The title of adjunct faculty shall be Adjunct Assistant Professor.**

B. **Emeritus status may be awarded upon retirement from the District to faculty and to senior administrators as recognition of honorable service to the District according to guidelines established by the Management Senate (for managers) and by the Academic Senate for (faculty). The granting of emeritus status shall be made by the Board of Trustees based on the recommendation of the President/Superintendent/President, relying primarily on the recommendation of the Management Senate and Academic Senate.**

C. **Emeritus status shall be reserved for managers and faculty who provide meritorious contributions to the District for two decades or more.**

**See AP 3830**



Bold Double Underline from Academic Senate

AP 3830 Academic Ranking and Emeritus Status for Retiring Faculty and Managers

NONCON A

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A. Academic Ranking

Faculty shall have the following academic ranks/titles:

1. The title of tenured faculty shall be Professor.
2. The title of tenure-track faculty shall be Assistant Professor.
3. The title of part-time faculty shall be Associate Professor.
4. The title of adjunct faculty shall be Adjunct Assistant Professor.

A. Emeritus Status for Retiring Faculty and Managers

1. The criteria and recommendations for granting emeritus/emeriti status to retiring managers and faculty are developed by the Academic Senate (for retiring faculty) and the Management Senate (for retiring managers).
2. Emeritus status shall be reserved for managers and faculty who provide meritorious contributions to the District for two decades of service or more. Procedures for granting emeritus status are outlined below.
3. Upon designation as an emeritus faculty member or manager, the individual shall retain the title of their position upon retirement, and shall continue to be listed as an emeritus faculty member or manager in relevant eCollege publications until their death. Emeritus faculty and managers shall be eligible to participate in commencement ceremonies and receive the same privileges of access to campus events and facilities as full time faculty employees (athletic contests, cultural and artistic performances, social events). Emeritus status is an honorary title and does not bestow any monetary benefit upon the recipient.

B. Procedures for Faculty Emeritus Designation

1. Division faculty will bear the responsibility of providing a recommendation that a retiring faculty member in good standing receive the designation of emeritus faculty member. The recommendation shall be made only for faculty who have 1) provided a minimum of 20 years of service to the District; 2) exhibited a sustained



**Bold Double Underline from Academic Senate**

AP 3830 Academic Ranking and Emeritus Status for Retiring Faculty and Managers

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~~2. record of exemplary teaching or student service; and 3) provided extensive leadership and service to the District or in the realm of local, state, regional or national associations, or scholarly community.~~

~~3. A letter of recommendation for emeritus faculty status will be forwarded to the Academic Senate for consideration after the formal approval of retirement by the Board of Trustees. The letter shall provide evidence that can be weighed by the Academic Senate in order to make a formal recommendation.~~

~~4. The Academic Senate's recommendation shall be forwarded to the Vice President and President/Superintendent and presented to the Board of Trustees for formal approval.~~

C. B. Procedures for Manager Emeritus Designation

1. The members of the Management Senate will bear the responsibility of providing a recommendation that a retiring manager in good standing receive the designation of emeritus manager. The recommendation shall be made for managers who have 1) provided a minimum of 20 years of service to the District; 2) exhibited a sustained record of exemplary service; and, 3) provided extensive leadership and service to the District or in the realm of local, state, regional or national professional associations.

2. A letter of recommendation for emeritus manager status will be forwarded to the Management Senate for consideration after the formal approval of retirement by the Board of Trustees. The letter shall provide evidence that can be weighed by the Management Senate in order to make a formal recommendation.

3. The Management Senate's recommendation shall be forwarded to the President/Superintendent/President and presented to the Board of Trustees for formal approval.

San Joaquin Delta College  
Proposal for Policy Review

(This is an electronic form. Paper forms are available in the Instruction Office.  
Please type in the gray fields and/or click the check boxes as appropriate).

**FOR POLICY AND PROCEDURES REVIEW COMMITTEE USE ONLY**

NONCON A  
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**TO:** College Constituency Groups

**FROM:** Policy and Procedures Review Committee

The attached proposed policy and/or procedure addition and/or change is currently being reviewed by the Policy and Procedures Review Committee. Please provide comments concerning this matter electronically to the Secretary of the Chair of the Policy and Procedures Review Committee. In order to be properly considered by the committee, comments must be received by the date indicated on release.

Please type in the gray fields.

**Name of Respondent:** Bisson

**Title:** AcSen 2<sup>nd</sup> VP

**Comments:**

**BP/AP3830 Emeritus Status for Retiring Faculty and Managers:**

**Academic Senate voted to table the language pertaining to emeritus status for faculty. It might, at some point, be an idea that interests AcSen, but not at this time.**

# Board of Trustees

San Joaquin Delta Community College District  
5151 Pacific Avenue, Stockton, CA 95207

**NON CON  
B.1  
ACTION**

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**SUBJECT:** Consideration of Job Description  
of Division Dean – Library, Learning Resources,  
and Language Arts

**DATE:** April 30, 2010

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## **A. NAME OF AGENDA ITEM**

Consideration of Job Description of Division Dean – Library, Learning Resources,  
and Language Arts.

## **B. STATEMENT OF ISSUE/PURPOSE**

### 1. Purpose and Background:

1.1 At the March 16, 2010 Board of Trustees Regular meeting, Assistant Superintendent/Vice President of Instructional Services, Dr. Kathy Hart presented a reorganization of the Instructional Divisions which was approved unanimously by the Board.

1.2 In preparation for the new fiscal year (2010-11) Dr. Hart has begun the process to make the necessary reassignments to managers, faculty, classified staff, programs, courses and facilities and budgets. In doing so, the Division Deans job descriptions are being changed to reflect the new duties and responsibilities as a result of the reorganization.

### 2. Status:

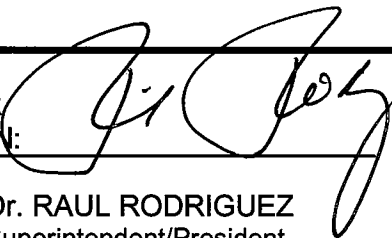
2.1 Attached is the job description for the Division Dean – Library, Learning Resources, and Language Arts. The new job description represents a more than 50 percent change in duties and responsibilities. It is the standard practice of the administration to present job descriptions that have 50 percent or more changes to the Board of Trustees for approval.

## **RECOMMENDATION**

It is recommended that the Board of Trustees approve the job description for the Division Dean – Library, Learning Resources, and Language Arts and establish compensation at Range 8, \$108,456 – \$124,937 (\$110-583-\$127,063 with a Doctorate) on the management salary schedule.

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APPROVED FOR  
CONSIDERATION:



Dr. RAUL RODRIGUEZ  
Superintendent/President

## **San Joaquin Delta Community College District**

### **Division Dean--Library, Learning Resources, and Language Arts**

#### **DESCRIPTION**

The Division Dean of Library, Learning Resources, and Language Arts will support Delta College's educational mission by advocating for and promoting change that leads to quality instruction, student success, and responsive service to the campus community and the public. He/she will develop and maintain a division and campus climate based on trust, open communication, and mutual respect. With Division faculty and staff, he/she will develop and promote collaborative partnerships with divisions, programs, and functional units across the campus and throughout the community. He/she will have a demonstrated commitment to data-driven decision-making. Under the general supervision of the Assistant Superintendent/Vice President for Instructional Services, the Division Dean will provide vision and leadership for the division and will be responsible for the management and supervision of a variety of programs, approximately 50 full-time and numerous adjunct faculty, approximately 30 classified professional staff, a variety of facilities, including the newly-refurbished Goleman Library, and the fiscal resources of the College and the Division. The Library, Learning Resources, and Language Arts Division includes the Goleman Library, several tutoring centers and instructional support laboratories, along with the following areas of study: Library Science, Supervised Tutoring, English, Language Arts, Literature, Creative Writing, Reading, English-as-a-Second Language, Foreign Languages, and Sign Language.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

1. **VISION, PLANNING, AND LEADERSHIP:** In collaboration with Division managers, faculty, and staff, provide overall leadership in all areas of library, learning resources, and language arts including articulating a vision and direction for the Division. Communicate the vision and direction throughout the College and the wider community. Using the College Educational Master Plan, the Facilities Master Plan, and the College Strategic Plan, develop a 5-year plan for the Library, Learning Resources, and Language Arts Division that supports and extends the goals of these plans. On an annual basis, establish, implement, maintain, monitor, and evaluate the division's program goals and objectives using appropriate data.
2. **PERSONNEL:** Foster a positive, collaborative working environment among managers, faculty, and staff within the division. Assist in recruiting, screening, interviewing, and conducting reference checks of classified, faculty, and management applicants within the Division. Conduct orientation activities for new hires within the division. Provide proper day-to-day administrative supervision and management of all personnel within the division and conduct periodic evaluations of all division staff as mandated by college policy. Provide leadership and serve as a technical resource for professional development activities within the division. Arrange for staff substitutes, as necessary, to maintain the appropriate day-to-day operation of the division. Serve as a first-line supervisor in all matters and processes covered in the employee relations contracts.
3. **PROGRAMS:** Assist in the development, implementation, evaluation, and revision of curriculum and programs within the division. Assist in marketing and promoting division curriculum, services, and programs, and recruiting students within the Division's curricular offerings and services. Serve as a technical resource in interpreting college curricular and co-curricular policy governing student field trips, development and maintenance of student/instructor handbooks, interdisciplinary

**San Joaquin Delta Community College District**

**Division Dean--Library, Learning Resources, and Language Arts**

relations, program certification and accreditation, and articulation activities with schools, colleges, and universities. In collaboration with division/program faculty and staff, conduct periodic program reviews as mandated by College policy.

4. **ENROLLMENT MANAGEMENT:** In collaboration with the Assistant Superintendent/Vice President for Instructional Services and with appropriate faculty and staff input, employ college-wide enrollment management principles, scheduling guidelines, and enrollment targets to determine course offerings and the appropriate sections of each course including corresponding time schedules; recommend the appropriate assignment of faculty and rooms for all classes offered within the division. Monitor enrollment effectively, and add/cancel classes as necessary.
5. **LIBRARY SERVICES:** Oversee the application and integration of technology in library services for Stockton campus, regional education including the South Campus at Mountain House, and distance education students. Oversee collection development, acquisitions, and cataloging of print and non-print materials to support the College's instructional program.
6. **MANAGEMENT:** Develop and monitor budgets, class schedules, library service schedules, and the College catalog as they pertain to the division. Execute effective management in administering the division including preparing a variety of reports, monitoring reports required of faculty and staff, obtaining supplies and materials, maintaining and inventorying equipment, and accounting for and approving instructor units. Implement, maintain, and monitor instructional contracts as approved by the College administration. Assist in the maintenance of the Matriculation Plan, Technology Plan, and Federal and State Grants related to or involving the division.
7. **MEETINGS, AGENDAS, AND MINUTES:** Responsible for preparation, maintenance and circulation of all meeting agendas and minutes pertaining to the division, its programs, advisory committees, foundations, and community-based committees or organizations.
8. **FACILITIES:** Develop, assign, and monitor use of facilities within the division. Evaluate facility utilization and provide recommendations for the enhancement of facility usage. Report the need of required maintenance of facilities to ensure a safe and secure learning environment. Manage hazardous materials as mandated by College policy.
9. **STUDENT RELATIONS:** Serve as a resource in advising, registering, and providing job placement and referral to students within the division. Encourage and promote student scholarships, student clubs, and other student-oriented organizations within the division, and encourage faculty participation with these organizations. Promote and encourage student workshops, field days, open houses, and other student/college orientation activities within the division. Serve as a first-line administrator concerning the hearing and handling of student complaints pertaining to division staff, curricular, and co-curricular issues.
10. **TEACHING:** Provide leadership and serve as a technical resource for curriculum development and student evaluation within the division. Assist faculty in the development, evaluation, and revision of courses and curriculum for division programs.

## San Joaquin Delta Community College District

### Division Dean--Library, Learning Resources, and Language Arts

11. EXTERNAL RELATIONS AND FUNDING: Develop innovative approaches to library, learning resources, and language arts funding. Seek, promote, develop, and implement educationally-related grants and contracts appropriate to the division. Establish educational foundations related to the division that are approved by the Board of Trustees, and manage such foundations in accordance with the established by-laws. Accept and direct all donations to the college and its staff in accordance with college policy.
12. ADVISORY COMMITTEES: In cooperation with instructional staff and management, select advisory committee members, as necessary, to meet with newly established or existing program advisory committees. Ensure that advisory committees meet at least twice per year, that agendas and minutes are provided to the committee members in a timely manner and a copy of the agendas, minutes, and original sign-in sheets are maintained for a minimum of four (4) years in the Division office.
13. LEARNING RESOURCES: Coordinate the staffing and operations of College tutorial centers and programs.
14. Perform other related duties as assigned.

### MINIMUM QUALIFICATIONS

Possess a Master's or higher degree from an accredited college or university  
AND  
Demonstrate significant experience or educational achievement in one of the disciplines represented in the college curriculum  
AND  
Possess three or more years of faculty or academic administrative experience at the secondary or college level  
AND  
Possess sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

### DESIRABLE QUALIFICATIONS

Possess credentials in a discipline represented in the division, preferably Library Science.  
Possess teaching and administrative experience in a community college.  
Possess three or more years of progressively-responsible administrative experience.

### Possess the ability to:

Work with a diverse population representing a wide range of abilities, ages, nationalities, and cultures; work in a collaborative environment of shared decision-making; understand the inter-relationships of disciplines with the division; manage instructional programs; supervise, evaluate, and support managers, faculty, and classified personnel; develop and implement educational programs; assume the responsibilities of a comprehensive, complex division; communicate and work effectively with students, staff, and the community.

## **San Joaquin Delta Community College District**

### **Division Dean--Library, Learning Resources, and Language Arts**

#### **Demonstrate knowledge of:**

Laws, rules, and regulations pertaining to California Community Colleges including those pertaining to college libraries, learning resource centers, etc.; collective bargaining contracts; budget management; grant proposals and fund raising.

Knowledge of accreditation requirements for effective student learning and programs services including instructional programs, student support services, and library and learning support services.

Knowledge of computers and computer applications such as Microsoft Office (Word, Excel, PowerPoint) FileMaker Pro, etc. and ability to learn college systems that support management systems and student services functions (CurricUNET, System 2000, etc.)

Knowledge of the interrelationships of disciplines and services within a college in order to develop and implement library programs and services.

#### **Demonstrate experience with:**

The diverse needs of non-traditional students; individualizing the instructional program; establishing and maintaining effective working relationships and partnerships with private and public employers, community-based organizations and professional organizations.

#### **License/Certification:**

A valid Class "C" California Driver's License.

Adopted: 7/13/99

Reformatted: 10/7/02

Revised: 4/22/03

Revised: 2/04

Revised: 08/30/05

Revised: 03/31/2010

# ***Board of Trustees***

San Joaquin Delta Community College District  
5151 Pacific Avenue, Stockton CA 95207

**REP A**

**1.1**

## **INFORMATION**

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**SUBJECT:** Associated Student Body Government (ASBG)  
Year-End Report

**DATE:** May 4, 2010

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**A. NAME OF AGENDA ITEM**

Associated Student Body Government (ASBG) Year-End Report.

**B. STATEMENT OF ISSUE/PURPOSE**

1. Purpose and Background

- 1.1 ASBG President, Patrice Burke and ASBG Senator of Legislative Affairs, Josh Alavarez-Mapp will give a year-end report on the activities of the ASBG.

**C. RECOMMENDATION**

Informational item only.

# ***Board of Trustees***

San Joaquin Delta Community College District  
5151 Pacific Avenue, Stockton CA 95207

**REP B**

**1.1**

## **INFORMATION**

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**SUBJECT:** Flea Market Report

**DATE:** May 4, 2010

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**A. NAME OF AGENDA ITEM**

Flea Market Report.

**B. STATEMENT OF ISSUE/PURPOSE**

1. Purpose and Background

1.1 Robbie Sealey, Flea Market Coordinator will give an update on the activities of the Flea Market.

**C. RECOMMENDATION**

Informational item only.

# **Board of Trustees**

San Joaquin Delta Community College District  
5151 Pacific Avenue, Stockton CA 95207

REP C

1.1

## **INFORMATION**

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**SUBJECT:** Equity Impacts of Budget Cuts

**DATE:** May 4, 2010

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**A. NAME OF AGENDA ITEM**

Equity Impacts of Budget Cuts.

**B. STATEMENT OF ISSUE/PURPOSE**

1. Purpose and Background

- 1.1 Dean of Planning, Research and Institutional Effectiveness, Dr. Matt Wetstein will give a report on the equity impacts of the budget cuts.

**C. RECOMMENDATION**

Informational item only.

# **Board of Trustees**

San Joaquin Delta Community College District  
5151 Pacific Avenue, Stockton CA 95207

## **DISCUSSION A 1.1 INFORMATION**

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**SUBJECT:** Government Code 3060

**DATE:** May 4, 2010

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**A. NAME OF AGENDA ITEM**

Government Code 3060.

**B. STATEMENT OF ISSUE/PURPOSE**

1. Purpose and Background

1.1 Delta College counsel Mark Ornellas of Hydell & Ornellas Professional Law Corporation will discuss Government Code 3060.

**C. RECOMMENDATION**

Informational item only.