



**Districtwide Executive Council**  
**Monday, August 13, 2012, 2:30 p.m.**  
**Grossmont College Griffin Gate, Room 60-180A**

**Meeting Notes**

**Present:** Sunny Cooke (GC President), Wendy Corbin (Classified Senate), Michael Copenhaver (Admin. Association), Sue Gonda (GC Academic Senate), Cheryl Houston (CSEA), Cindy Miles (Chancellor), Peg Marcus (ASGC), Sue Rearic (VC Business Services), Ariel Satele (ASGCC), Victoria Simmons (VC Human Resources), Michael Wangler (CC Academic Senate), Kim Widdes (Confidentials), Mark Zacovic (CC President)

**Others Present:** Sylvester Jones (for FOP, arrived 3:05 pm)

**Absent:** Jim Mahler (AFT), Ryan Montalvan (FOP)

**Recorder:** Valeri Wilson

**Convened:** 2:35 p.m.

Issues	Discussion, Action, and Follow-Up
<p>A. Review of August 21, 2012, Governing Board Docket</p>	<p>The draft Board meeting agenda and docket items were posted to the DEC Intranet site prior to the meeting.</p> <p><i>Item 351 Purchase and Installation of Ultrasound System</i>—The funding statement will be revised to clarify which grant is funding the purchase.</p> <p><i>Item 353 Purchase of Microcomputers Districtwide</i>—Committee members discussed features of the contract; that orders will still need to go through the usual purchasing procedures; and requested training or information from the IS Department regarding any changes.</p> <p><i>Item 501 Personnel Actions</i>—</p> <ul style="list-style-type: none"> <li>▪ Members discussed concerns with workload reductions for classified staff wanting to teach and agreed there was a bigger (not DEC) discussion needed. Kim will let Cheryl know if the reductions listed on the attachment are for a different reason.</li> <li>▪ The site and effective dates will be added to the list of interim positions. “Confidential” will be added to clarify the administrative assistant position at Cuyamaca.</li> </ul>
<p>B. <a href="#">Docket Deadlines</a></p>	<p>Members reviewed the docket due dates and noted the addition of the “deadline” date. Members asked that this be posted on the Intranet.</p> <p><b>Action:</b> Valeri Wilson will post the document to the DEC Intranet site and let members know the location.</p>
<p>C. Calendars and Meetings</p>	<p>The Chancellor asked DEC members to be thinking about calendars and committee meetings, whether every meeting needs to occur monthly, and what can be done differently to take pressure off the monthly meeting schedule. This item will be on the agenda for the September 4 DEC meeting.</p>

Issues	Discussion, Action, and Follow-Up
<p>D. Policies and Procedures Status and Review</p>	<p>The board policies (BPs) and administrative procedures (APs) were reviewed with the following action:</p> <p>Final Reading: The BP/APs listed for final reading were posted on the website for review prior to the meeting. The BP/APs were all recommended to move forward to the Governing Board for approval or to the Chancellor to be issued, as follows:</p> <ul style="list-style-type: none"> <li>▪ <a href="#">BP/AP 3430 Prohibition of Harassment</a></li> <li>▪ <a href="#">AP 3555 Alcoholic Beverages</a>—Approved with addition of “or designee” in revised paragraph.</li> <li>▪ <a href="#">BP/AP 6450 Wireless or Cellular Telephone Use</a></li> <li>▪ <a href="#">BP/AP 7265 Emeritus Status</a></li> <li>▪ <a href="#">BP 4040 Learning Resource Services</a>—Valeri Wilson will check whether the Civil Code reference being added is the Reader Privacy Act, and will add that code if not.</li> <li>▪ <a href="#">BP/AP 4232 Pass/No Pass Grading</a></li> <li>▪ <a href="#">BP/AP 4234 Dropping Courses</a></li> <li>▪ <a href="#">BP/AP 4240 Academic Renewal</a></li> <li>▪ <a href="#">BP/AP 4300 Field Trips and Excursions</a></li> <li>▪ <a href="#">BP/AP 5140 Students With Disabilities</a></li> </ul> <p>Second Reading: The BP/AP listed will move forward for a final reading at the September DEC meeting, with the following action:</p> <ul style="list-style-type: none"> <li>▪ <a href="#">BP 7218 Controversial Issues</a>—Victoria Simmons and Robin Steinback will review the third paragraph to determine whether it may be deleted.</li> </ul> <p>First Reading: All BP/APs listed will move forward for a second reading at the September DEC meeting, as follows:</p> <ul style="list-style-type: none"> <li>▪ <a href="#">BP/AP 3420 Equal Employment Opportunity</a>—Cross reference will be added to BP 7100 Commitment to Diversity</li> <li>▪ <a href="#">BP/AP 3500 Campus Safety</a>—Sue Rearic will check on the name of the campus safety plan, and will ask Cliff Diamond to review the BP/AP.</li> <li>▪ <a href="#">BP/AP 6550 Disposal of Property</a></li> <li>▪ <a href="#">BP/AP 7211 Faculty Service Areas, Minimum Qualifications</a></li> <li>▪ <a href="#">BP/AP 7216 Academic Employees Grievance Procedure</a>—Members discussed the need to define to whom this BP/AP applies. Michael Copenhagen will look at language in the Ed Code.</li> </ul>
<p>E. Other Business/Updates</p>	<ul style="list-style-type: none"> <li>▪ Committee members discussed District operating procedures and asked that the operating procedure (OP) on writing OPs be reviewed by DEC. The Chancellor suggested this might be part of what the governance structure taskforce is reviewing and it would be better to wait until the organizational taskforce makes recommendations. This can be a secondary phase if necessary for calibration on things.</li> <li>▪ The next DEC meeting will be held on Tuesday, September 4, at 1:00–2:30 p.m. in the Cuyamaca College Student Center, Meeting Room 3.</li> </ul>

Adjourned: 4:35 p.m.