



*Vision: Transforming lives through learning.*

**DEC CHARGE:** The District Executive Council (DEC) serves in an advisory capacity to the Chancellor. DEC advises the Chancellor on District policy development and governance issues, and on matters referred to the council by the colleges, District Services, and/or college/District standing councils or committees. DEC reviews and recommends items for the Governing Board meeting dockets.

***DISTRICT EXECUTIVE COUNCIL***

**MEETING NOTES**

Tuesday, September 7, 2021, 1:00-2:00 PM

Via Zoom

<b>Chair:</b> Chancellor	Lynn Neault	<input checked="" type="checkbox"/>	Confidential Admin Rep.	Jessica Robinson	<input checked="" type="checkbox"/>
Int VC Business Services	Sahar Abushaban	<input checked="" type="checkbox"/>	Confidential Employees Rep.	Cheryl Detwiler	<input type="checkbox"/>
VC Human Resources	Tim Corcoran	<input checked="" type="checkbox"/>	Academic Senate Pres.-CC	Manuel Mancillas-Gomez	<input checked="" type="checkbox"/>
VC Student & Inst Success	<i>Vacant</i>		Academic Senate Pres.-GC	Pearl Lopez	<input checked="" type="checkbox"/>
President-GC	Denise Whisenhunt	<input checked="" type="checkbox"/>	Classified Senate Pres.-CC	Katie Cabral	<input checked="" type="checkbox"/>
President-CC	Julianna Barnes	<input checked="" type="checkbox"/>	Classified Senate Pres.-GC	Michele Martens	<input checked="" type="checkbox"/>
ASGCC President	Maryam Rammahi	<input checked="" type="checkbox"/>			
ASGC President	Benjamin Blevins (for Aundrea Kaiser)	<input checked="" type="checkbox"/>			
AFT Representative	Jim Mahler	<input checked="" type="checkbox"/>			
CSEA Representative	Kathleen Flynn	<input checked="" type="checkbox"/>	<b>Recorder:</b>		
Admin Association Rep.	Barbara Gallego and Michael Copenhaver (for Wayne Branker)	<input checked="" type="checkbox"/>	Executive Assistant	Mike Williamson	<input checked="" type="checkbox"/>

Discussion items	Action/Follow-Up
<p>A. Tuesday, September 14, 2021, Governing Board Regular Meeting Draft Docket</p>	<ul style="list-style-type: none"> <li>• Chancellor reviewed Items 1.1 through 8.1. Jessica Robinson noted that the Cuyamaca Cares presentation (Item 3.4) will be made by herself, Lauren Vaknin and Kaylin Rosal. There were no questions or additional discussion.</li> <li>• Sahar A. reviewed Items 9.1 through 10.1. There were no questions or discussion.</li> <li>• Tim C. reviewed Items 11.1 and 11.2.</li> <li>• Questions/discussion regarding Item 11.1 CSEA MOU included the following:             <ul style="list-style-type: none"> <li>○ Michele M. inquired whether employees will be informed at the time of testing that they have a choice of which type of test is administered. Tim C. will look into this and provide an update.</li> <li>○ Benjamin B. inquired regarding the end-of-year expiration of the MOU. It was clarified that the MOU expires at the end of the 2021 <u>calendar</u> year, and will be reevaluated for being extended depending on public health conditions.</li> </ul> </li> </ul>

Discussion items	Action/Follow-Up
	<ul style="list-style-type: none"> <li>• Questions/discussion regarding Item 11.2 Personnel included the following:               <ul style="list-style-type: none"> <li>○ Michael C. requested a copy of the <a href="#">Job Description for AVC Educational Support Services</a>. Tim C. noted it will be a Confidential Administrator position. Staff was directed to share the job description with the group following the meeting.</li> <li>○ Michael C. inquired regarding two PE19s that were submitted which do not appear on the personnel document. Tim C. will investigate and get back to Michael.</li> <li>○ Kathleen F. inquired regarding the status of the Assistant Vice Chancellor, Educational Support Services position. It was noted that this position is a replacement of the Vice Chancellor, Student and Institutional Success position.</li> </ul> </li> </ul>
<p>B. Return to Campus Update</p>	<ul style="list-style-type: none"> <li>• Bringing employees back in-person for a third day per week has been postponed until systems are in place to address related COVID challenges.</li> <li>• Tim C. reviewed testing protocols.</li> <li>• Biocept will be on-site Mondays through Wednesdays. HR is meeting with Biocept weekly. Testing data is being compiled on Thursdays. Notifications of failure to test go out on Fridays. If someone is missing required testing documentation, they will be asked to take vacation or other leave until the situation is resolved.</li> <li>• Kathleen F. discussed a strongly worded email that went out regarding employees who miss a required COVID test. It was suggested that Kathleen come up with appropriate wording which will ensure that people respond to testing requirements.</li> <li>• The feasibility of doing email notifications to students regarding positive COVID cases was discussed. Benjamin B. does not believe other districts do this. It was suggested that a web page with a compilation of District positive COVID tests be created.</li> </ul>
<p>C. Human Resources staffing update (Tim)</p>	<ul style="list-style-type: none"> <li>• The HR Director position vacated by Alyssa Brown will be on DSP&amp;BC agenda to hire a permanent replacement, without doing an interim.</li> </ul>

Discussion items	Action/Follow-Up
	<ul style="list-style-type: none"> <li>• Jacqueline Osborne in HR is also retiring, and that position is also on today's DSP&amp;BC agenda, also without an interim planned.</li> <li>• HR is recruiting for a benefits technician. The position posting is going to be extended due to lack of sufficient response so far.</li> </ul>
<p>D. Board Policies and Administrative Procedures</p> <p><i>FIRST READS:</i></p> <ul style="list-style-type: none"> <li>• <a href="#">BP</a> 3830 Volunteer Workers' Compensation and Liability Coverage           <ul style="list-style-type: none"> <li>○ 6-year review</li> <li>○ HRAC reviewed on 8/25/21</li> <li>○ No changes recommended</li> <li>○ No companion AP</li> </ul> </li> <li>• <a href="#">BP</a> 4045 Affordable Educational Resources           <ul style="list-style-type: none"> <li>○ 6-year review</li> <li>○ SISC reviewed on 8/23/21</li> <li>○ No changes recommended</li> <li>○ No companion AP</li> </ul> </li> </ul> <p><i>FIRST READS (CONTINUED):</i></p> <ul style="list-style-type: none"> <li>• <a href="#">BP</a> 5016 Veteran Affairs           <ul style="list-style-type: none"> <li>○ 6-year review</li> <li>○ SISC reviewed on 8/23/21</li> <li>○ No changes recommended</li> <li>○ No companion AP</li> </ul> </li> <li>• <a href="#">BP</a> 5200 Student Health Services           <ul style="list-style-type: none"> <li>○ 6-year review</li> <li>○ SISC reviewed on 8/23/21</li> <li>○ CCLC-recommended language added</li> <li>○ No companion AP</li> </ul> </li> <li>• <a href="#">BP/AP</a> 5530 Student Rights and Grievances           <ul style="list-style-type: none"> <li>○ CCLC Update #38 and technical review</li> <li>○ SISC reviewed on 8/23/21</li> <li>○ AP revised during technical review by Student Services</li> <li>○ No changes to BP</li> </ul> </li> <li>• <a href="#">BP</a> 7110 Delegation of Authority, Human Resources           <ul style="list-style-type: none"> <li>○ 6-year review</li> <li>○ HRAC reviewed on 8/25/21</li> <li>○ One minor change</li> <li>○ No companion AP</li> </ul> </li> <li>• <a href="#">BP</a> 7350 Resignations</li> </ul>	<ul style="list-style-type: none"> <li>• The First Reads were reviewed by the group. All First Reads will be brought back in October as Second Reads.</li> <li>• All Second Reads were approved to move forward to the 9/14/21 Governing Board agenda.</li> </ul>

Discussion items	Action/Follow-Up
<ul style="list-style-type: none"> <li>○ 6-year review</li> <li>○ HRAC reviewed on 8/25/21</li> <li>○ Minor changes</li> <li>○ No companion AP</li> </ul> <p><i>SECOND READS:</i></p> <ul style="list-style-type: none"> <li>● <a href="#">BP</a> 2200 Board Duties and Responsibilities               <ul style="list-style-type: none"> <li>○ CCLC Update 38 – add optional DEI language</li> <li>○ Reviewed by Chancellor</li> <li>○ No companion AP</li> </ul> </li> <li>● <a href="#">BP/AP</a> 2345 Public Participation at Board Meetings               <ul style="list-style-type: none"> <li>○ CCLC Update 38 – removes requirement in AP for submitting written communications to the Board in advance of Board meetings</li> <li>○ Reviewed by Chancellor</li> <li>○ There are no changes to the BP</li> </ul> </li> <li>● <a href="#">BP</a> 2720 Communications Among Board Members               <ul style="list-style-type: none"> <li>○ CCLC Update 38 – adds language regarding communications on social media</li> <li>○ Reviewed by Chancellor</li> <li>○ No companion AP</li> </ul> </li> </ul> <p><i>SECOND READS (CONTINUED):</i></p> <ul style="list-style-type: none"> <li>● <a href="#">BP/AP</a> 2740 Board Education               <ul style="list-style-type: none"> <li>○ 6-year review</li> <li>○ Adds DEI/anti-racism language to AP</li> <li>○ Reviewed by Chancellor</li> <li>○ There are no changes to the BP</li> </ul> </li> <li>● <a href="#">BP/AP</a> 3550 Drug and Alcohol Free Environment and Drug and Alcohol Prevention Program               <ul style="list-style-type: none"> <li>○ CCLC Update 38 – specifies “unlawful” drugs in both BP and AP</li> <li>○ Reviewed by Chancellor</li> </ul> </li> <li>● <a href="#">BP</a> 7113 Delegation of Authority to the College Presidents               <ul style="list-style-type: none"> <li>○ 6-year review</li> <li>○ No changes recommended</li> <li>○ Reviewed by Chancellor</li> <li>○ No companion AP</li> </ul> </li> </ul>	
<p>E. Next Meeting</p>	<p>Monday, October 4, 2021, 1:00-2:00 PM          Via Zoom</p>