



# Districtwide Executive Council

Monday, August 11, 2003  
District Annex Conference Room

## MEETING NOTES

Present: K. Brauer, T. Martinez, C. McMahan, G. Perri, D. Quittner, B. Sampson,  
P. Setzer, B. Smith, O. Suarez

Absent: J. Althaus, M. Amov, J. Austin, J. Correia, M. Meador, R. Rose, B. Tiffany

Others Present: T. Gilson, P. Murray, B. Sampson, D. Switzer, P. Tillery

### **Review of August 19, 2003 Governing Board Special Meeting and Regular Dockets**

Chancellor Suarez reviewed the docket for the August 19 Regular Board meeting.

In J. Austin's absence, B. Sampson reviewed the Budget and Finance portion of the docket; T. Gilson reviewed the Public Works portion of the docket.

C. McMahan reviewed the Personnel items.

### **Budget Update**

- State Budget

Suarez reported that the Governor has signed the State budget, and it is expected that there will be a net reduction of 1-1/2% for community colleges from this time last year. Additionally, categorical programs and part-time faculty continue to suffer severe reductions.

Suarez also reported that the student enrollment fee increase to \$18 per unit is expected to be approved by the Governor. After approval, the District would begin charging the \$18 fee for new enrollments; for students already enrolled, the District is holding on the \$18 fee.

- Constituent Reports

McMahan reported that she and D. Quittner will be meeting with ACCCA representatives on August 15, and will be monitoring personnel items.

### **Proposition R Update**

Suarez reported that three members of the *Proposition R* Citizens' Bond Oversight Committee have resigned, and that appointment of replacements will be considered by the Board at the August 19 meeting. The three replacements are David Waitley, Glenn Wilhite, and Harriet Stockwell.

- Architectural Design Guidelines

Suarez reported that the District's *Architectural Design Guidelines* will be presented to the Board

at a special workshop on August 19. The workshop will begin at 4:00 p.m. and will be held in the Griffin Gate at Grossmont. The Guidelines will be presented to the Board for approval at the regular meeting on August 19.

D. Switzer explained that the Guidelines have been reformatted since they were last presented to the Board in July. The Guidelines are now more concise and easier to follow.

- Process for Selection of Architects

Switzer discussed the three steps involved in the proposed *Process for Selection of Architects*:

1. Pre-qualify pool of architects: Switzer explained 34 responses were received from the District's Request for Qualifications (RFQ). After evaluation by a Technical Evaluation Team, a pre-qualified list of architects would be developed.
2. Request for Proposal: A Request for Proposal (RFP) would be sent to the pre-qualified list of architects developed in Step 1 of the process. Responses to the RFP would be reviewed by a Screening Team who would make a recommendation of four firms, "short-list", to make in-person presentations.
3. Interview and Select Project Architect: Presentations would be made by the architectural firms on the "short-list". A Selection Committee would then develop a recommendation to the Chancellor, who would then prepare a recommendation to the Governing Board.

Switzer also reviewed the changes to the *Process for Selection of Architects* that resulted from discussion at the earlier meeting of the Chancellor's Extended Cabinet. Those changes include:

- The Technical Evaluation Team composition would be revised as follows: (1) eliminate Gafcon Program Manager; (2) eliminate Director of Purchasing and Contracts, and legal counsel.
- The Screening Team composition would be revised as follows: (1) Co-Chair of Team would be College Facilities Manager or Coordinator, or as designated by President; (2) Up to three constituent representatives selected by the appropriate college president (may include the college president).
- Project-specific RFPs to be sent to the pre-qualified list evaluated by the Technical Evaluation Team.
- The Director of Purchasing and Contracts, and legal counsel eliminated from the Technical Evaluation Team for review of the RFQ responses.
- The Select Committee composition would be revised to reflect the changes to the Screening Team.