



Districtwide Executive Council
Monday, April 11, 2005
District Annex Conference Room

Meeting Notes

Present: J. Austin, S. Beasley, J. Ford, B. Lastimado, G. Perri, D. Quittner, R. Rose, B. Smith, B. Tiffany
Absent: J. Althaus, M. Amov, (arrived, left early) T. Martinez, C. Slusher, O. Suarez, R. Walker
Others Present: D. Colli, B. Eygenhuysen, T. Garfield, S. Rearic, D. Switzer
Recorder: J. Danks

Additions to the Agenda

Addition of State Budget Update.....Quittner

Review of April 19 Regular Governing Board Meeting Agenda

Lastimado presented the April 19 regular Board docket for review.

- ▶ Item 304—Ratification of Signatures on Agreements—Austin distributed Attachment A.
- ▶ Item 310—Issuance of General Obligation Bonds—Austin stated this item is related to *Prop R*, and is the first legal step in issuing \$100 million in Series B Bonds.
- ▶ Item 313—Appointment of Auditor for 2004-2005—Austin stated specific requests for proposals were solicited, but responses received were unsatisfactory. Some of the accounting firms have been re-contacted. Additional response is expected by end-of-week, at which time a recommendation will go to the Chancellor. Austin added every three years, the District changes auditors.

Austin reported on budget, finance, and public works items. Lastimado reported on personnel items, and Perri reported on docket items 307, 308, and 309.

Quittner stated the special Governing Board meeting (panel presentation and discussion) is scheduled for April 19, 2005, 4-5:30 p.m. The panel is comprised of Dr. Brad Phillips, Cal-PASS, to address whom we serve, Dr. John Weeks, to present demographics of population, and Dr. Steve Boilard, Office of the Legislative Analyst, to address the impact of State issues and policies.

Board Policy Updates

Lastimado distributed draft Board Policy updates along with a request by the Chancellor for members to review the draft policies and provide comments by April 25. Regarding BP 7210—Academic Employees, Beth Smith pointed out the Academic Senate was to provide input for the 75/25 Report. Lastimado stated he received the 75/25 Report last week and requested Cathie Norris, Employment Services, to provide the information Smith requested. Lastimado will follow-up on the report with the Academic Senate presidents.

During discussion of the Board Policy revisions, Jennifer Danks was asked to provide information on tracking the policies through shared governance. Members may contact Danks with questions.

Action: Jennifer Danks to provide tracking information to members. Lastimado to follow-up with the Academic Senates on the 75/25 Report.

Final DEC Review and Recommendation

Operating Procedure IS8—Computer Systems/User Rights and Responsibilities

The proposed draft revisions for IS8 were distributed. District counsel, Tim Garfield, Esq., explained that the revisions were in response to questions raised at the March 7, 2005, DEC meeting. Specifically, the areas addressed relate to protecting user's privacy, threatening or abusive mail, public record, District right of access, and violation of guidelines. There was discussion concerning reference to the World Wide Web, as opposed to intranet or internet, and the need for a reference to "academic freedom."

Action: Austin will check with Henry Eimstad regarding the use of the proper language in referring to intranet or internet in lieu of World Wide Web. Garfield will prepare a revised draft of IS8 and forward it to Austin. The revised procedures will be re-submitted to DEC in final, stamped "draft," format, along with a copy of the original procedure, to be distributed to constituency groups.

Status Check with Constituent Representatives

Operating Procedure PM1—Preparation and Revision of an Operating Procedure and TR1—Travel Expenses

Austin distributed PM1 and TR1 handouts, and requested a status from the members as to comments and recommendations from constituency groups. Ford stated the Cuyamaca Academic Senate approved them to move forward. Rearic stated she sent a follow-up e-mail to members after the March meeting concerning TR1, alcohol at conference events.

Action: Austin stated these procedures will be submitted to the Chancellor.

Initial Distribution for Review and Feedback

Operating Procedure AC1—Purchasing & Reimbursements, Operating Procedure PE20—Cooperative Career Education/Work Experience, Community Service, Learning, Internship

Austin distributed AC1 and PE20 handouts and stated, these are new procedures for members to take to constituent groups for review, and report back to DEC. Colli stated, the proposed language change in PE 20 is to provide clarification as to the intended implementation of the procedure in the beginning.

Rearic provided a brief summary on the proposed changes to AC1, which includes construction-related processing fees on a check request; allowing a one time equipment rental on Quick Dollar requests; and a wording clarification to allow refunds on check requests and not expense reimbursements.

Action: DEC members will distribute AC1 and PE20 to constituent groups for comment and report back to DEC.

Tobacco Use Policy

Eygenhuysen distributed a draft of the *Smoking Policy Education and Enforcement Procedure*. He stated this is a new procedure and asked members to distribute it to their constituents. Eygenhuysen stated, DEC discussed the Smoking Policy BP 6810 (formerly numbered 227) at the March meeting. He added, the tobacco policy has remained unchanged since inception, and has been saved on the District's shared drive, and posted on the web site.

Action: Jennifer Danks was requested to track the Smoking/Tobacco Policy and Procedure through shared governance.

State Senate Plenary Session Report

Smith reported highlights from the State Senate Plenary Session. She said there was a vote to raise both the Math and English requirements for AA and AS degrees. The timeline for implementing the new requirements is unknown. The English requirements are new to our District; the new Math requirements have already been implemented. Smith stated CSU has pulled out of CAN (California Articulation Number), where common course descriptors are reviewed to align courses. She also reported that Barbara Beno provided an expanded definition of student learning outcomes to the State Senate Leaders. The definition has expanded from "measurable only" to "observable or measurable."

Action: Information Only

State Budget Update

Quittner distributed a listing of legislators for AB 317, sponsored by Dymally, and requested e-mail be sent or telephone calls made to Senator Denise Ducheny, Assembly Member Juan Vargas, and Assembly Member Shirley Horton saying, "thank you for your support of community college equalization, we really need the \$80 million."

Action: DEC members will call or e-mail legislators.

April 11 DEC Meeting Notes posted to the District website

The April 11 DEC meeting notes are posted on the District website at:
<http://www.gcccd.net/district-wide.minutes/DEC.docs/DEC.Apr.11.2005.minutes.doc>

The meeting adjourned at 2:17 p.m.

jjd