



GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT

**Districtwide Executive Council**  
**Monday, May 23, 2005**  
**Heritage of the Americas Museum**

**Workshop Notes**

Present: J. Austin, J. Ford, B. Lastimado, T. Martinez, G. Perri, D. Quittner,  
R. Rose, C. Slusher, B. Smith, O. Suarez, B. Tiffany, R. Walker

Absent: J. Althaus, M. Amov, S. Beasley

Others Present: T. Gilson, D. McDade

Recorder: J. Danks

**REVIEW SYSTEM OF DISTRICT BOARD POLICIES AND PROCEDURES**

The handouts distributed for informational purposes included CCLC's *Introduction to Board Policies* and *Introduction to Administrative Procedures*; handouts defining Board Policy (BP), Administrative Procedure (AP), and Operating Procedure (OP); the process for creating and modifying policies and procedures, and how to access them. To summarize discussion:

The definition and distinction between BPs, APs, and OPs, was discussed at length.

Word changes pertaining to the BP, AP, and OP handouts was discussed.

The three types of District procedures were discussed, those being, District Administrative Procedures that directly implement a specific Board Policy; District Operating Procedures that may not directly implement a specific Board Policy, but pertain to the function of more than a single department; and Departmental Procedures that pertain to the internal operation of a single department.

The Council requested further review and clarification as to the process for creating and modifying BPs and APs, and identifying DEC's role and issues in the process.

*Action: Revise handouts. Modifying and creating policies and procedures and DEC's role in the process to be revisited at future DEC meeting.*

**STATUS OF ITEMS CURRENTLY UNDER REVIEW**

The Council approved the following Board Policies to go forward to the Governing Board:

BP 1100—The Grossmont-Cuyamaca Community College District  
BP 2020—Committees of the Board  
BP 2330—Quorum and Voting  
BP 3410—Nondiscrimination  
BP 3430—Prohibition of Harassment  
BP 5700—Athletics  
BP 6550—Disposal of Property  
BP 5550—Speech: Time, Place, and Manner  
BP 7510—Domestic Partners

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Board Policies not approved at this time are:

BP 3518—Child Abuse Reporting—Smith requires additional review time.  
BP 5500—Standards of Student Conduct—Smith requires additional review time.  
BP 7210—Academic Employees—Smith requires additional review time.

The Council also approved the following Operating Procedures:

AC1—Purchasing and Reimbursements  
TR1—Travel Expense  
RM7—Smoking Policy Education and Enforcement Procedure

Operating Procedures not approved at this time include:

IS8—Computer Systems/Users Rights and Responsibilities. Issues remain for further clarification and protection concerning union negotiations, and concerns of classified staff and students that the procedure does not afford sufficient protection to potential victims of a computer breach. Walker requested a system that maintains a login system for tracking. Austin requested comments before the next DEC meeting.

PM1—Preparation of an Operating Procedure. Austin requested additional time for review.

PE20—Cooperative Career Education/Work Experience, Community Service Learning, Internship—Austin required additional review.

The meeting adjourned at 2:05 p.m.

jjd