



Districtwide Executive Council

Tuesday, May 30, 2006
District Annex Conference Room

Meeting Notes

Present: J. Austin, D. Colli, B. Hash, B. Lastimado, G. Perri, D. Quittner, B. Smith, O. Suarez, B. Tiffany

Absent: S. Beasley, Z. Close, P. Murray, S. SeEVERS

Recorder: J. Danks

Convened: 1:07 p.m.

Review of June 6, 2006, Regular Governing Board Meeting Agenda

Suarez presented the June 6, 2006, regular Board meeting docket for review.

- Item 105-Closed Session, Austin provided information on the real estate transactions.
- Item 202-Citizens' Bond Oversight Committee, Austin stated the item will be amended to include accounting information for Karen Lanning and possibly the addition of two new members to fill remaining vacancies.
- Item 205-Fees, Council discussed numerous issues impacted by the revision and agreed it will be monitored for a year.
- Item 304-Out-of-Country Travel to Puerto Plata, Dominican Republic and
- Item 305-Out-of-Country Travel to China, Colli inquired as to the necessity for obtaining Board approval. Lastimado will obtain a legal opinion regarding the necessity for Board approval for travel outside the academic year and contract terms.
- 501-Personnel Actions and
- 502-Short-Term Hourly Assignments, Lastimado distributed both dockets via e-mail and stated there would be revisions.

Austin reported on budget, finance, and public works items.

Board Policy and Administrative Procedure Update

Austin distributed AP and BP cover sheets, draft 2. Discussion consisted of: 1) Lack of necessity for an AP cover sheet; 2) Location of the "impacts" section in the body of the cover sheet; 3) Rationale being developed by DEC with a two-cycle process for review to ensure the cover sheet is fully completed; 4) Narrative for policy change; 5) Addition of fiscal impacts; 6) Tracking changes on the policy; and 7) Process for completion of BP cover sheet upon receipt of a CCLC Update, which is:

- Chancellor's Office receives Update.
- Chancellor's Office forwards updates and associated APs to the lead person for completion of the cover sheet.
- Completed cover sheet is returned to Jennifer Danks for distribution at DEC.

The following Administrative Procedures were distributed:

- AP 3300-Public Record (second reading) Austin stated it had been revised pursuant to the suggestion to include the requirement to maintain records in electronic format, and was approved by district counsel, Tim Garfield.

First Reading:

- AP 6330-Purchasing
- AP 6331-Purchasing Jointly Through Other Public Agencies
- AP 6340-Bids and Contracts
- AP 6350-Contracts-Construction
- AP 6360-Contracts-Electronic Systems and Materials (Computers)
- AP 6365-Accessibility of Information Technology

Austin stated the above-referenced procedures would come back in the Fall, requested all APs and BPs contain a reference to the author, copies of BPs be distributed with AP updates, and that Jennifer Danks send a follow-up to DEC outlining the update/cover sheet process.

Board Policy BP 5030-Fees, was distributed for final consideration and approval.

District Mission Statement

Quittner distributed the final version of the District Mission Statement and stated it will be reviewed by DSP&BC. She asked Jennifer Danks to send Grossmont College, Cuyamaca College, and District Mission Statements to DEC members and asked that feedback be provided.

Other

May 8, 2006, meeting Notes were distributed.

Adjourned: 2:30 p.m.