



## Districtwide Executive Council Monday, May 8, 2006 Heritage of the Americas Museum

### Meeting Notes

Present: J. Austin, S. Beasley, J. Cortez, D. Colli, R. Johnson, B. Lastimado, G. Perri, D. Quittner, B. Smith, O. Suarez, B. Tiffany

Others present: Ezequiel Cardenas, Michael Wangler

Absent: Z. Close, J. Ford, F. Gross, P. Murray

Recorder: J. Danks

Convened: 1:10 p.m.

#### **Review of May 16, 2006, Regular Governing Board Meeting Agenda**

Suarez presented the May 16, 2006, regular Board meeting docket for review.

- ✓ Item 105—Closed Session—Lastimado added release of probationary employee.
- ✓ Item 131—Certificates of Appreciation—Smith requested Rick Walker be included.
- ✓ Item 304—Ratification of Signatures on Agreements, attachment A was distributed.
- ✓ Item 305—Ratification of Student Parking Fee Waiver for Summer 2006—The Board is asked to ratify the Chancellor's action, which was based on the urgency in promoting the Summer session.
- ✓ Item 501—Personnel Actions was distributed electronically by Lastimado.
- ✓ Item 502—Short-Term Hourly Assignments was distributed electronically by Lastimado.
- ✓ Item 503—Tentative Agreement Between Cabinet-Level Employees and GCCCD, the Chancellor stated there would be closed session discussion and action taken in public session.
- ✓ Item 652—District Quarterly Financial Reports, Rearic stated the item would be amended to reflect the closing date of May 1, 2006, and cash investments.

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

#### **Status Board Policy and Administrative Procedure Review**

The following materials were distributed to council members:

- ✓ AP 2410-Preparation and Revision of Board Policies and Administrative Procedures (reference tool for information only)
- ✓ AP 2365-Recording (final reading)
- ✓ AP 3300-Public Records(first reading) and form for Request for Public Record
- ✓ AP 3720-Computer and Network Use (final reading)

Smith suggested that the AP/BP cover sheets be included as part of AP 2410. Austin concurred and requested that comments and suggestions be sent to Jennifer Danks for finalization. Jennifer Danks will send out the most current version of the AP/BP cover sheets following the meeting. The college presidents will take the cover sheets to their respective cabinets.

Concerning AP 2365 Recording, Quittner suggested that the length of time the recordings are to be kept in the libraries be specified in the procedure. Wangler commented that the recordings are to be kept six years to

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comply with accreditation. Council concurred. The Chancellor requested that the six-year minimum requirement be added to the procedure and that it return to DEC for finalization.

Concerning AP 3300 Public Records, Colli stated John Christensen indicated there is a requirement for documentation to be kept for public access in the same media in which it is generated. The Chancellor asked that a legal opinion be obtained and that Austin obtain information on the kind of records that must be kept and available in the same media in which they are produced. The item will return to DEC for further consideration.

Austin presented AP 3720 for a final reading and reviewed the revisions. Smith suggested the "use agreement" be separate from the procedure, Colli inquired as to how often the "pop-up" occurs, and Wangler stated the Cuyamaca College Academic Senate had not formally reviewed it. Austin stated he would separate the "use agreement" form from the procedure and send it to the Chancellor for approval. He reminded the group that after the procedure is issued, further recommended changes may return to DEC.

Ezequiel Cardenas, United Faculty representative, formally requested that AP 3720 be a negotiated item. Lastimado stated that he has responded to this request by Zoe Close at the last DEC meeting, stating that the procedure is not a negotiated item, only the impact of the procedure is negotiated.

Concerning BP 7310—Nepotism, the Chancellor stated the policy became effective upon receiving Board approval. He stated that those affected will continue to carry out their responsibilities until the end of the semester, and will be reviewed on a case-by-case basis. Lastimado will develop steps for consideration and send out a Districtwide memo.

#### **Faculty Emeritus Application**

Smith stated she wants to work with the Vice Chancellor-Human Resources and Labor Relations concerning the emeritus process to ensure consistency in the nomination process.

#### **Waiving Enrollment Fees for High School Students**

There was a handout concerning Districtwide/Joint Marketing Strategies for Summer/Fall 2006, a Proposal to Waive Enrollment Fees: High School Concurrent Enrollment Students (draft May 8'06), and Recommendation. The Chancellor opened discussion on enrollments stating that waiving enrollment fees for part-time high school students is being done widely throughout California and in neighboring districts. He stated if DEC makes the recommendation to move forward on waiving the enrollment fees, it would require a board policy revision with Board approval at the June 6, meeting. If an affirmative recommendation is not received from DEC, the District will not move forward with waiving the fee. Colli, Perri, Appenzeller, and White will develop a list of steps and a timeline to implement for the Fall semester.

April 7, 2006, meeting Notes distributed.

Adjourned: 2:17 p.m.