



Districtwide Executive Council

Thursday, July 19, 2007, 10:30 a.m.
Water Conservation Garden Multipurpose Room

Meeting Notes

Present: Z. Close, S. Cooke, S. Farhan, J. Ford, B. Hertel, C. Hill, B. Lastimado, G. Perri, D. Quittner, S. Rearic, J. Recktenwald, O. Suarez

Absent: J. Fenningham, D. McDade, W. Hutson, R. Rose

Others Present: Shari Ball, Bob Eygenhuysen

Recorder: V. Wilson

Convened: 10:40 a.m.

Policies and Procedures

➤ Final Reading

- AP 6810 Smoking and Tobacco Use Ordinance–DEC had no further changes and noted that this procedure would be finalized and issued by the Chancellor.

➤ Second Reading

Unless otherwise noted, the policies and procedures discussed below require faculty consideration and will return for a Second Reading in September with a Final Reading in October. In the meantime, questions and comments should be sent to the stakeholder.

- AP 3310 Records Retention and Destruction–Rearic will make the discussed revisions and email the procedure to DEC for further review and comment.
- AP 3516 Registered Sex Offenders Information–This is a new procedure, using the wording recommended by the Community College League of California (CCLC).
- AP/BP 3518 Child Abuse Reporting–DEC discussed the training required for mandatory child abuse reporters, the employee groups that are mandated reporters by law, and various issues with minors in the classroom. As there are currently District employees who are mandatory reporters by State law, DEC agreed to work on a policy that mirrors the law to send through the approval process as soon as possible. Once the constituency groups return, the policy can be adjusted as necessary.
 - ♦ Bob Eygenhuysen will work on revisions as discussed and circulate via email, along with a copy of the mandatory reporters list as per State law. DEC will review as a Second Reading in August, with Final Reading in September.
 - ♦ Hill will distribute a copy of *Minors on Campus* for reference.
 - ♦ Eygenhuysen will continue to work on the policy and procedures with the constituency groups when they return in the fall.

- AP 3540 Sexual and Other Assaults–Rearic will email the procedure to DEC for review and comment, and will include a copy of the colleges' procedures regarding student code of conduct for reference.

➤ First Reading

All of the policies and procedures discussed below as a First Reading will be on the August agenda for a Second Reading.

- AP 3555 Use of Alcoholic Beverages–DEC discussed revisions. Further comments or questions can be sent to Rearic.
- AP 3720 Computer and Network Use–Rearic distributed a memo outlining the changes to this procedure. When Close brought up that this issue might be bargained, Lastimado replied that it is the “impact” that is bargained, and Rearic reminded DEC that the AP is already in place. This procedure will be on the August agenda for a Second Reading, and then will be held with another Second Reading in September.
- AP/BP 5070 Attendance Accounting–Rearic will make the revisions as discussed. The policy and procedure will not need to be held for faculty review, and will be scheduled for Second Reading in August and Final Reading in September.
- AP 5075 Course Adds and Drops–This language is from CCLC and matches the accounting manual practice. The procedure will not be held for faculty review unless DEC has questions or issues.
- AP 6340 Bids and Contracts–Rearic distributed updates based on CCLC's recommendations.
- AP/BP 6600 Capital Construction–Rearic distributed the revised policy and new procedure for DEC review.

Adjourned: 11:55 a.m.