



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Districtwide Executive Council
Monday, July 13, 2009, 1:00 p.m.
Student Center Room I-107

Meeting Notes

Present: S. Cooke, C. Hill, D. Miller, S. Rearic, J. Recktenwald (left at 2:55 p.m.),
B. Tiffany

Absent: B. Carino, C. Chiriboga, C. Miles, D. Quittner, M. Valenzuela, M. Wangler

Others Present: Arleen Satele (for Chiriboga)

Recorder: V. Wilson

Convened: 1:10 p.m.

Vice Chancellor Sue Rearic chaired the meeting.

Addition to Agenda

BP 7100 Commitment to Diversity

Review of July 21, 2009, Governing Board Docket

- Rearic presented the July 21, 2009, regular Governing Board meeting docket for review.
 - **Item 304 Ratification of Signatures**—Attachment A will be electronically distributed after the meeting.
 - **Item 305 Student Fees**
 - ◆ Arleen Satele will verify whether “Locker Fee” is the correct terminology and if the fee aligns with charges at Grossmont.
 - ◆ Rearic will verify whether administration fees, such as transcript charges, need to go to the Board for approval, and will e-mail the information to Council members.
- Rearic discussed the transition to having draft items available electronically for future DEC meetings.

Student Accounts Receivable/Drop for Non-Payment Update

Rearic reported that the drop for non-payment test for the Summer program went well. The process will stay the same for the Fall semester and she would like feedback on changes for the Spring semester. Rearic will verify the Fall semester drop date with Information Systems and distribute to Council members.

Online Paystub/Direct Deposit Status

Rearic distributed *Transition to On-Line PayStubs Status* and reported on the progress in converting payroll to direct deposit.

Proposition R Quarterly Program Management Report

Rearic reported that there is a recommendation to present the Program Management Report twice per year rather than quarterly. The next report will be presented at the Capital Construction Workshop on August 18, 2009.

Board Policies (BP) and Administrative Procedures (AP)

- Rearic gave instructions to have the BP/APs available electronically for future DEC meetings. Council discussed the review process, as follows:
 - The policies and procedures will be sent to Council electronically. Council will review them prior to the DEC meetings. Questions and comments will be discussed during meetings with the BP/APs shown on-screen. No hardcopies will be distributed.
- Final Reading
 - **BP/AP 3560 Smoking and/or Other Tobacco Use**—The policy and procedure were not distributed and will be removed from the Board docket. Rearic will electronically distribute them for review prior to the next DEC meeting.
 - **BP/AP 3820 Donations and Gifts**—DEC approved the policy and procedure to move forward once agreed-upon revisions are incorporated.
- First Reading
 - **Operating Procedure (OP) DO1, Donations and Gifts**—Council discussed revisions needed to the OP and accompanying form. Further questions and comments should be sent to Rearic before the next DEC meeting.
 - Cooke distributed the new and revised policy and procedures listed below for review, stating they are all related to the Equal Employment Opportunity (EEO) Plan. Council discussed revisions. Further questions and comments should be sent to Cooke before the next DEC meeting.
 - ◆ **AP 3410 Nondiscrimination**
 - ◆ **AP 3415 Equal Access**
 - ◆ **AP 3430 Prohibition of Harassment**
 - ◆ **BP/AP 7100 Commitment to Diversity**
 - ◆ **AP 7120 Recruitment & Selection**

Other

- The May 26 and June 8, 2009, meeting notes were electronically distributed.

The meeting was adjourned at 3:00 p.m.