



GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT

**Districtwide Executive Council**  
**Tuesday, September 7, 2010, 1:00 p.m.**  
**Cuyamaca College Student Center, Room I-209**

**Meeting Notes**

Present: S. Cooke, M. Copenhaver, B. Garber, C. Hill, J. Mahler, C. Miles, D. Miller, S. Rearic, J. Recktenwald (arrived 1:53 p.m.), M. Wangler, V. Wilson

Absent: C. Enders, J. Luis

Others Present: Dana Quittner, Anne Krueger

Recorder: V. Wilson

Convened: 1:06 p.m.

Issues Discussions	Discussion, Action, and Follow-Up
A. Additions to Agenda ( <i>Miles</i> )	Governing Board Candidate Briefing ( <i>Miles</i> )
B. Review of September 14, 2010, Governing Board Meeting ( <i>Miles</i> )	<p>The draft Board meeting agenda and docket items were posted to the DEC Intranet site for review prior to the meeting.</p> <p><b>Action:</b> <b>Rearic</b> will follow-up with Amber Green to verify whether the workload reduction for the Child Development Center employee is the same percentage every year.</p> <p>Each month, <b>Wilson</b> will post revisions to the 501, major personnel actions, and major policy or procedure changes only, and will send an email to Council members to inform them of the update.</p>
C. Prerequisite/Assessment Committee–Revisions to Governance and Committee Structure Document ( <i>Miles</i> )	Council approved revisions to the Prerequisite/Assessment Committee charge, composition, and meeting schedule as submitted by the Districtwide Coordinating Educational Council (DCEC), with no further changes.
D. BP/AP 3910 Institutional Code of Ethics–First Reading ( <i>Rearic</i> )	<p>BP and AP 3910 were reviewed and discussed for a first reading.</p> <p><b>Action:</b> <b>Council members</b> are to further review the policy and procedure; determine whether an AP is needed; and come back next month with specific recommendations for changes.</p>
E. BP 6300 Fiscal Management–First Reading ( <i>Rearic</i> )	BP 6300 was reviewed for a first reading and Rearic explained the changes. There were no suggestions for revisions.

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<p>F. Review of AP 7111 College President Selection (<i>Miller</i>)</p>	<p>Miller discussed concerns regarding the screening committee composition as listed in AP 7111, which does not include a representative from the confidential assistants group. Council members mentioned that the original intention was for the “at-large representative” to be the president’s administrative assistant if there was no conflict of interest.</p> <p><b>Action:</b> <b>Miles</b> will discuss the timeline for the Cuyamaca president search process with the consultant before the next DEC meeting and will try to address Miller’s concerns while going through the process.</p>
<p>G. Roles of Classified Personnel on Committees (<i>Miller</i>)</p>	<p>Miller discussed roles of committee members, and that classified staff on a committee should not be the support staff as well. Council agreed there should not be an expectation that they do the recording duties, and suggested that committee training/orientation include that each group needs to designate a recorder and empower classified staff to not feel they have to do that. It was also noted that screening committees may need Employment Services’ support to set meetings and make other arrangements.</p> <p><b>Action:</b> <b>Rearic</b> is already having Amber Green look at how Employment Services can help more with screening committee meetings, and will include this issue in their review.</p>
<p>H. Operating Procedure for Hiring Committees (<i>Miller</i>)</p>	<p>Deferred to next month.</p>
<p>I. 4/10 Summer Schedule Survey Input (<i>Rearic/Miller</i>)</p>	<p>Rearic shared a draft of the 4/10 summer schedule survey. Council members discussed the questions and suggestions for revisions.</p> <p><b>Action:</b> <b>Rearic</b> and <b>Miles</b> will work with Institutional Research on revisions before the next DEC meeting.</p>
<p>J. Governing Board Candidate Briefing (<i>Miles</i>)</p>	<p>The Chancellor announced there will be a briefing session about the District for Governing Board member candidates on September 21. All registered candidates have been invited to this informational meeting, which is also open to public.</p>

Adjourned: 2:45 p.m.