PRESENT: Dr. Noelia Vela
      Jo Ann Higdon
      Bill Farmer
      Dr. Stephen Johnson
      Dr. Bryan Reece
      Jenine Nolan
      Criss Lopez de Gaines
      Dean Mellas
      Lynn Laughon
      Joy Senf
      Yvette Juarez
      Julie Mun

ABSENT: David Fabish
        Kristen Habbestad
        Ed White
        ML Bettino
        Alex Armendariz
        Steve Richardson

GUEST(s): Dr. Jane Wright
         Nick Kremer
         Stephanie Murguia

I. MEETING CALLED TO ORDER
Dr. Vela called the meeting to order at 1:11PM.

II. INTRODUCTION OF NEW EMPLOYEES – NONE

III. APPROVAL OF MINUTES – June 4, 2007
Mr. Farmer made a motion to approve the June 4th minutes; Ms. Juarez seconded the motion. The minutes were approved as presented.

IV. SET BOARD AGENDA – June 20, 2007
Dr. Vela invited the committee members to raise any questions and/or comments regarding the June 20th Board Agenda. Ms. Laughon inquired about the item under Public Hearing, a presentation of the initial proposal for negotiation of the CSEA-District Collective Bargaining Agreement for the period beginning July 1, 2007 through June 30, 2010. Dr. Vela replied that this is the District's response to a presentation that had been made by CSEA regarding the same matter during the May 16th Board Meeting. Ms. Laughon also inquired whether the item under Closed Session, Consideration of Reassignment of Education Administrator, involved a different employee from the June 6th agenda and Dr. Vela confirmed that that was the case.

Dr. Vela also mentioned that the 2007-2008 Tentative Budget Presentation is located under Administrative Matters along with the Consideration of Approval of the Tentative Budget for the 2007-2008 Fiscal Year. This presentation will be made to the College Coordinating Committee on Monday, June 18th for feedback and questions.

Ms. Nolan inquired whether the item to consider the continuation of employment of an educational administrator will be categorically funded. Dr. Vela responded that 25% of this administrator’s salary has always been funded from the District and that the rest of the funding came from grants. There had been approximately $28,000 of this salary left to be funded which has been provided for by two grant sources.
V. ITEMS FROM INSTITUTIONAL COMMITTEES – NONE

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES – NONE

VII. STATUS OF SHARED GOVERNANCE

Review of Shared Governance Document

Dr. Vela stated that the updated Shared Governance document had been electronically sent to the committee members last week for a final review. Ms. Nolan replied that she has some suggested modifications that will provide for consistency and better accuracy. Dr. Vela suggested that Ms. Nolan's recommendations be forwarded to Julie Mun in order to review and determine whether this document needs to be updated on language and further revisited by all committee members. Ms. Lopez de Gaines supported the suggestion and reiterated that the committee has spent many hours on the review and revision of this document.

Board Policy & Procedures Review

Mr. Farmer led the committee in the review of the remaining Chapter 4 – Academic Affairs administrative policies and procedures.

Mr. Farmer and Mr. Nick Kremer, Executive Dean of CITE, led the committee in the review of AP 4104 – Contract Education and AP 4610 – Instructional Service Agreements. The committee members methodically discussed the content of these administrative procedures and several revisions were made to the documents.

Mr. Farmer and Ms. Stephanie Murguia led the committee in the re-visit of AP 4225 – Course Repetition and AP 4240 – Academic Renewal. After extensive discussion, these administrative procedures were revised.

Mr. Farmer and Ms. Murguia also led the committee in the re-visit of AP 4230 – Grading Symbols. After extensive discussion regarding the “FW” grading symbol, Mr. Farmer agreed to check with Faculty Senate minutes in order to confirm whether the use of this symbol had been approved.

The committee also reviewed BP 4250 – Probation, AP 4250 – Probation, AP 4255 – Dismissal and Reinstatement and AP 4260 – Prerequisites and Co-Requisites and recommended several revisions.

After discussing AP 4300 – Field Trips and Excursions, it was determined that legal counsel would need to be contacted in order to determine whether replacing “field trip or excursion” with “course-required field trip or excursion” would violate any provisions in Title V. The committee members agreed that this procedure may be forwarded as completed once we receive this legally advised recommendation.

(Legal counsel was contacted and we have been advised to use the phrase “course-required field trip or excursion” in AP 4300 – Field Trips and Excursions)

VIII. PRESIDENT’S REPORT – NONE (due to constraints on time)

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS – NONE (due to constraints on time)

X. ADJOURNMENT

Meeting adjourned at 4:18PM.