I. MEETING CALLED TO ORDER
Dr. Vela called the meeting to order at 1:07PM.

II. INTRODUCTION OF NEW EMPLOYEES – NONE

III. APPROVAL OF MINUTES – October 29, 2007
Ms. Higdon made a motion to approve the October 29th minutes; Mr. Mellas seconded the motion and the minutes were approved as presented.

IV. REVIEW BOARD AGENDA – November 7, 2007
Dr. Vela stated that no new items have been added to the agenda. The committee had no questions.

V. ITEMS FROM INSTITUTIONAL COMMITTEES – NONE

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES – NONE

VII. STATUS OF SHARED GOVERNANCE

Board Policy & Procedures Review
Mr. O’Rourke led the committee in thoroughly reviewing BP & AP 7250 – Educational Administrators and BP & AP 7260 – Classified Managers. There was a question regarding AP 7250 and the committee requested clarification as to where it is stated in law that educational administrators must complete Sexual Harassment Prevention and Awareness training within the first six months of employment. After the meeting Dr. Wright found that this language is stated in Government Code, Section 12950.1(a).

The committee members also reviewed BP & AP 7365 – Discipline and Dismissal – Classified Employees. This policy and administrative procedure lists various causes for disciplinary action against permanent classified employees. Ms. Laughon and Ms. Thomas expressed their concerns and disagreement with a cause that states, “Failure to pay bills,
resulting in frequent contacts by creditors with the District, to the extent that discipline for such conduct is not prohibited by law.” They consider this to be a personal matter which does not pertain to their employment by the District. Dr. Vela stated that should creditors begin calling District offices due to this cause, it may indeed be very disruptive to the workplace and negatively affect other employees and their work. Dr. Stolze questioned the definition of “immoral conduct” and Ms. Laughon also questioned the definition of “dishonesty” regarding this policy and administrative procedure. They stated that they would like to take these two documents to the CCFF and CSEA’s legal counsel for review. Dr. Vela pointed out that the District has chosen to keep the existing policy language that had been adopted in October 1994, which was thoroughly reviewed by legal counsel and has been the District’s practice since that date. The committee was unable to present a unanimously supported recommendation to the Board. Dr. Vela suggested that this policy and administrative procedure, along with the corresponding arguments, be presented to the Board for their direction and the committee members agreed.

Board Policy and Administrative Procedure Service Update #13
Dr. Wright led the committee in the review of revisions made to several policies and administrative procedures during the recent CCLC’s Board Policy and Administrative Procedure Service Update. Dr. Vela reminded the committee that all changes made to Board policies shall be presented to the Board for their review and adoption, and that revised administrative procedures be sent to the Board for information.

BP 4020 – Instructional Programs and Curriculum was revised to reflect changes in Title 5 reference numbers and also added provisions for approving stand-alone courses by the local district. BP & AP 4100 – Graduation Requirements for Degrees and Certificates of Achievement were revised to reflect changes in Title 5 reference numbers and additional language was added to make the requirements for certificates of achievement more prescriptive. AP 4022 – Course Approvals is a new required administrative procedure which was added per Title 5 section 55100 regarding processes for approving individual credit and non-credit courses at the local level. BP & AP 4225 – Course Repetition were revised in accordance with Title 5 revisions, including changes in reference numbers. BP & AP 4226 – Multiple and Overlapping Enrollments are newly required documents per Title 5 section 55007 regarding restrictions and provisions for multiple and overlapping enrollments. BP & AP 4230 – Grading Symbols and AP 4232 – Credit/No Credit were revised to reflect changes in Title 5 reference numbers and changes “credit” and “no credit” symbols to “pass” and “no pass”. AP 4231 – Grade Practices and Grade Changes was revised to reflect revisions in Title 5 including the reference number and added the definition of “mistake” and provisions for procedures for students seeking grade changes. BP 4250 – Probation, Dismissal and Reinstatement and AP 4250 – Probation were revised to reflect changes in Title 5 reference numbers, add “NP” as a grading symbol, and added the definition of “all units attempted”. BP & AP 4260 – Prerequisites and Co-Requisites were revised to reflect revisions in Title 5 reference numbers, changed the term “class” to “course”, and adds a requirement to define a number of concepts. BP & AP 4300 – Field Trips and Excursions were revised to reflect changes in Title 5 reference numbers and added language to clarify when a district may pay for expenses for field trips. BP & AP 4400 – Community Services were revised to reflect the language used in Education Code section 78300 and Title 5 regarding community service offerings.
VIII.  PRESIDENT'S REPORT – NONE

IX.  REPORTS FROM COORDINATING COMMITTEE MEMBERS – NONE

X.  ADJOURNMENT
    Meeting adjourned at 3:34PM.