I. MEETING CALLED TO ORDER
Mr. Farmer called the meeting to order at 1:04PM.

II. INTRODUCTION OF NEW EMPLOYEES – None

III. APPROVAL OF MINUTES – October 6, 2008
Dr. Reece made a motion to approve the October 6 minutes; Ms. Nolan seconded the motion. The minutes were approved as presented.

IV. BOARD AGENDA – None

V. ITEMS FROM INSTITUTIONAL COMMITTEES – None

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES – None

VII. STATUS OF SHARED GOVERNANCE
Board Policy and Administrative Procedure Service Update #15
Dr. Wright led the committee in the review of two new Board policies and corresponding administrative procedures which were recommended by the CCLC and their legal counsel in Update #15. Mr. Farmer reminded the committee that all Board policies shall be presented to the Board for their review and adoption, and that administrative procedures will be sent to the Board for information.

BP & AP 5800 – Prevention of Identify Theft in Student Financial Transactions are legally required to comply with the Fair and Accurate Credit Transactions Act (FACT Act), a new federal law that requires any public agency which establishes “covered accounts”, i.e. accounts that involve multiple payments or transactions, to implement a program to monitor for identity theft. The committee recommended minor language revisions in both the policy and procedure. Mr. Farmer requested clarification of a statement within the procedure requiring the submission of an annual Identity Theft Prevention Program (ITPP) report to the “Governing Board”. Dr. Wright replied that this report is required by the FACT Act and that she will contact the CCLC’s legal counsel to specify the “Governing Board”. Dr. Johnson stated that he would like to discuss this procedure with Stephanie Murguia, Dean of
Admissions, Records & Services, for a final review and will alert the committee if there are any recommended revisions.

BP & AP 6450 – Wireless or Cellular Phone Use are legally advised to address Internal Revenue Service (IRS) guidelines which state that individuals with District-issued cellular phones must report and pay taxes for any personal calls made within the District paid calling plan. There was some discussion regarding which District personnel are issued cellular phones and what procedures are needed to ensure that each employee thoroughly reviews their monthly bill. If employees fail to review their bill to identify work-related and personal calls, the entire amount will be reported as taxable. Once this policy and procedure are approved, a memo from the Business Services office will be distributed to affected employees and their managers.

Non-Instructional Program Review
Mr. Farmer stated that much thought and discussion is needed to develop a structure for the non-instructional program review process. The college’s Accreditation report requires that we extend the instructional program review process to other non-instructional areas of the campus with appropriate accommodation to address the nature of each area. Mr. Farmer asked the committee members for input regarding how to connect instructional program review with non-instructional program review to ensure completion of this requirement by March 2009 and what body or group would be best to coordinate this connection.

Ms. Nolan stated that non-instructional areas are currently developing their own processes for program review and suggested that discussion to coordinate all program review processes will be the next step. It is important to let each area continue their current work in discussing and developing methods to identify their own measures of success.

Dr. Albanese stressed the importance of documenting all of the discussion and work the college completes to fulfill this Accreditation requirement. Dr. Brock agreed and suggested that representatives from both instructional and non-instructional areas meet to discuss and share their thoughts and processes to build a connection.

Dr. Johnson stated that the Student Services program review processes will be completed this fall semester and that after much discussion they have set up a short-term validation process. They will continue to hold discussions to develop a long-term validation process. Ms. DeFrance and student services managers have met to discuss their program review design to maintain some consistency with the existing instructional program review process. He agreed that there needs to be a body or method to bring together the outcomes of various non-instructional program review efforts to look for common threads and themes as instructional program review does in their current format.

Dr. Reece stated that Santa Monica College has set up “joint” standing committees that are considered both Faculty Senate and Institutional committees. He will try to get additional information for the committee to discuss as a possible model.

VIII. REPORTS FROM COORDINATING COMMITTEE MEMBERS
Ms. Nolan reminded the committee that Culinary Arts is currently taking orders for Thanksgiving holiday pies and rolls. The deadline for all orders is November 21.
**IX. PRESIDENT’S REPORT**
Mr. Farmer reminded the committee that the Aquatic Center Groundbreaking will be held on October 15 at 5:00PM at the east side of the PE building. The annual Employee Appreciation BBQ will be held on October 16 from 11:00AM – 1:00PM in the Administration Quad. The Homecoming float judging will begin at 10:30AM on October 18 and the football game will begin at 7:00PM.

**X. ADJOURNMENT**
Meeting adjourned at 2:13PM.