I. MEETING CALLED TO ORDER
Mr. Farmer called the meeting to order at 1:02PM.

II. INTRODUCTION OF NEW EMPLOYEES – None

III. APPROVAL OF MINUTES – April 20, 2009
Mr. Franco made a motion to approve the April 20 minutes; Mr. Fabish seconded the motion. The minutes were approved as presented. Dr. Albanese and Ms. Laughon abstained.

IV. BOARD AGENDA – May 6, 2009
Mr. Farmer briefly reviewed the May 6 Board Agenda and invited the committee members to raise any questions and/or comments. He noted that two faculty members will present their sabbatical leave reports to the Board during institutional presentations.

The committee members had no questions.

V. ITEMS FROM INSTITUTIONAL COMMITTEES – None

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES – None

VII. STATUS OF SHARED GOVERNANCE
    College Committee on Staff Development – Membership
During the March 2 and March 23 Coordinating Committee meetings, concerns were raised regarding the committee’s ability to meet a quorum requirement. On March 23, the Coordinating Committee members reviewed the membership composition for the Staff Development Committee and noted the large number of faculty representatives. It was suggested that the faculty and student representation could possibly be reduced, some committee members could be designated as non-voting, or the committee could establish a different quorum requirement than the standard used in other committees. Mr. Fabish agreed to share these suggestions with the other members of the Staff Development Committee.
Mr. Bengston stated that the Staff Development Committee discussed this issue and has developed a proposal to decrease the number of faculty representatives to three, decrease the number of student representatives to one, and increase the number of classified representatives to three. The proposed membership will reduce the number of total committee members from 21 to 13.

Mr. Mellas expressed his concern that if this committee plans to expand its professional development activities for faculty, the proposed membership would greatly reduce faculty representation. Should the committee continue to function as it currently does, he will support the decrease in faculty representation. Mr. Fabish stated that in prior years, faculty were more engaged in this committee and that there were more funds available for professional development activities. However, this is currently not the case. He also shared that he brought up Mr. Mellas’s concern with the other Staff Development Committee members and that the faculty on the committee agreed with the reduced representation.

Dr. Stolze inquired whether members of the Outstanding Classified Employee Selection Subcommittee are also members of the Staff Development Committee and how they are selected. Ms. Laughon stated that the majority of this subcommittee’s membership consists of classified representatives who are appointed by CSEA and that they are selected separately from the members of the Staff Development Committee. She added that this subcommittee should operate as a stand-alone committee as it is the classified counterpart to the Professional Relations Committee. If the subcommittee remains a part of the Staff Development Committee she will support the proposal to increase the number of classified representatives to three; however if the subcommittee becomes a stand-alone committee, there is no need for the proposed increase in classified representation.

Mr. Farmer stated that this proposal addresses the committee’s current problems in achieving a quorum. The issue of whether the Outstanding Classified Employee Selection Subcommittee should become a stand-alone committee is a separate matter that should be resolved before any membership changes to the Staff Development Committee are approved. The purposes of the committee and subcommittee also need review. He stated that he will meet with Mr. Bengston, Ms. Thomas, Ms. Laughon, Mr. Fabish, and others to work at resolving these issues. Dr. Albanese made a motion to postpone any changes to the Staff Development Committee membership until these issues are resolved; Dr. Stolze seconded the motion. The motion passed.

Dr. Reece stated that there were some problems with the publications for the Outstanding Faculty Awards and that the responsibilities of the Staff Development Committee and Professional Relations Committee for this event are unclear. He requested that the Staff Development Committee research the past and current practice.

**CCLC Board Policy & Procedure Service Update #16**

BP 3505 – Emergency Response Plan was reviewed by the committee last week and Dr. Stolze had inquired whether there is a specific oath for disaster service workers. Government Code Sections 3100 et seq. states that all public employees are disaster service workers who are subject to disaster service activities as assigned to them by their superiors or by law. Disaster service workers must take and subscribe to the oath in Section 3 of Article XX of the Constitution of California. There was much discussion regarding this oath as it does not specifically address disaster situations and what the college’s procedures are for these situations. Dr. Johnson stated that the Emergency Response Plan group has held
extensive discussion during many meetings during the past few years to ensure that designated personnel are informed of their duties and responsibilities during disaster situations, and campus-wide drills have also been held. The Emergency Response Plan is posted online, wallet cards were placed in employee paychecks, and signs are posted throughout the campus. During an actual disaster situation, the procedures will depend on the conditions, and decisions will be made accordingly about whether certain employees will be required to stay on campus as disaster service workers. Dr. Albanese added that the college is required to follow and rely on the authority of the law.

AP 3505 – Emergency Response Plan is a new procedure recommended by the League to meet state and federal requirements for creating an Emergency Response Plan. This procedure was reviewed by Dr. Johnson and Chief Bukowiecki. The committee had no recommended revisions.

AP 5075 – Course Adds and Drops was reviewed by Dr. Johnson and Stephanie Murguia to clarify language regarding adding classes during different enrollment periods. Dr. Johnson stated that the name of this procedure has been revised to “Class Adds and Drops” and that repetitive language has been deleted. The committee members recommended additional language and formatting revisions.

VIII. REPORTS FROM COORDINATING COMMITTEE MEMBERS – None

IX. PRESIDENT’S REPORT
Mr. Farmer also reminded the committee members that the Accreditation follow-up visit will take place on Wednesday, April 29. There will be a campus forum in the Board Room at 11:00AM that day for anyone who wishes to make comments on the college’s progress in addressing its four recommendations. The college will receive a report from the ACCJC in June.

X. ADJOURNMENT
Meeting adjourned at 2:52PM.