

Item 5



Peralta Community College District
Governing Board Policy Review and Standards Committee
Minutes September 30, 2010

MEETING MINUTES

DRAFT

COMMITTEE MEMBERS

Thursday, September 30, 2010
1:30-4:30 p.m.
Peralta Physical Plant Conference Room

Cy Gulassa, Chair
Marcie Hodge, Member
Bill Withrow, Member
Linda Handy, Alternate
Abel Guillén, Alternate

1. Call To Order

Present: Trustees Gulassa and Withrow, Chancellor Allen, President Jackson, Gail Waiters, Thuy Nguyen, Trudy Largent, Jacob Ng, Sadiq Ikharo, Karolyn van Putten, Joseph Bielanski, Debra Weintraub, Mark Greenside, May Chen, Brenda Johnson, Pat Jameson, Tim Brice, Jeff Heyman, and Drew Gephart. Absent: Trustee Hodge

2. Approval of Agenda and Minutes of 7/22/10 **APPROVED**

3. Communications from Members of the Public (2 min.) Govt. Code §554945.3

4. Consent Items

5. Update on Administrative Procedures (AP)

Thuy Nguyen gave an update on APs. The Chancellor has requested that the focus be on APs related to Board Policies related to Chapter 6. It was suggested that an Internal Auditor be tasked to develop APs for the remaining policies indicated on the matrix, and to hire a consultant to assist if necessary. APs need to identify the person or office for people to go to as the procedure implementer or contact person. There could be more than one contact person or department listed. The Committee asked that the review of policies be prioritized based on what is required by law which would determine what Administrative Procedures should be completed first. The General Counsel's Policy bulletin identifies APs that need development.

6. Deferred Business

- a. Policy 6.85 Professional Services - This policy was referred to General Counsel and the VC General Services for review. VC Ikharo deferred to General Counsel to address the committee. There were questions and a lengthy discussion on the use of contractors for long term assignments verses hiring of an employee. Trustee Withrow had some concerns with the policy as presented. There was a request for a check off list for each contractor to insure that work being done was completed and in a timely manner. Ms. Nguyen and VC Ikharo will review suggested changes and present to the committee at the meeting in October.



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Governing Board Policy Review and Standards Committee

MEETING AGENDA

COMMITTEE MEMBERS

Thursday, September 30, 2010
1:30-4:30 p.m.
Peralta District Board Room

Cy Gulassa, Chair
Marcie Hodge, Member
Bill Withrow, Member
Linda Handy, Alternate
Abel Guillén, Alternate

1. Call To Order
 - a. Roll Call
2. Approval of Agenda and Minutes of 7/22/2010
3. Communications from Members of the Public (2 min.) Govt. Code §554945.3
4. Consent Items
5. Update on Administrative Procedures
6. Deferred Business
 - a. Professional Services Policy 6.85. **Review authorities and consistencies with Administrative Procedures**
 - b. Policy 6.45: Enrollment Fee, Financial Assistance, Deferred Payment. **VC Ng requests adding language regarding concurrently enrolled high school students.**
7. New Business
 - a. Chancellor Selection Policy 1.20. **Michael Viera suggestions**
 - b. Tuition Refund Out-of-State/Foreign Students Policy 4.15. **VC Ng requests elimination of policy. Discussion should also include Policy 6.46 Non-Resident Tuition; Policy 6.47 Refund; Policy 6.48 Non-Payment of fees....**
 - c. Establishment of Tuition Refund Administrative Procedure 4.15. **VC Ng requests the AP replace having a Policy.**
 - d. Committees Policy 1.21. **Clarify Section B.**
 - e. Review Draft Policy Manual
 - f. Policy Compliance Matrix. **General discussion on policy review.**
 - g. Board Duties and Responsibilities Policy 1.05. **Chancellor suggestions**
8. Potential Items (*if time permits*)
 - a. Standards of Scholarship Policy 5.22. **Academic Senate requests review of this policy to separate text deemed Administrative Procedures.**
9. Next Meeting Agenda: October 28, 2010
10. Adjournment



Peralta Community College District
Governing Board Policy Review and Standards Committee
Minutes September 30, 2010

- b. Policy 6.45 Enrollment Fee, Financial Assistance, Deferred Payment - VC Ng revised BP 6.45 to reflect that all high school students must pay fees for college credit classes taken at PCCD.

Trustee Withrow requested that the following be inserted into the policy: The Chancellor will annually certify to the Board that the provision has been and will be currently fulfilled.

Motion: VC Ng will add the paragraph and the policy will be submitted to the Board of Trustees for final approval.

7. New Business

- a. Policy 1.20 Chancellor Selection - VC Largent presented a revision to the Michael Viera revision of the policy, inserting points that would be in accordance with the Education Code. There was a lengthy discussion on how to modify the current policy for the immediate process, clarification between "search" and "selection" committees and number of participants on the committees. Trustee Gulassa shared that the intent is to collapse and streamline the hiring process. Trustee Withrow suggested approval of the current process codified into a document until the process can be studied. VC Largent stated that the Administrative Procedure would define the roles and responsibilities relative to the policy.

Motion: Make the Michael Viera proposal (5/12/10) a policy with the amendment to reflect 9 to 13 committee members instead of 17 to 21. Change "search" to "selection" striking paper screening. Policy shall be revisited no later than June 30, 2011.

- b. VC Ng requested that BP 4.15 be eliminated (created in 1976) as it is obsolete. Previous language for this policy will be incorporated into an Administrative Procedure.
- c. Policy 6.47 Refund Policy. VC Ng revised language for tuition refunds. The original language will be moved to an Administrative Procedure.

Motion: Accept the request to eliminate BP 4.14 and replace with an Administrative Procedure. Accept the revisions to BP 6.47.

Trustee Withrow requested that the following be inserted into the policy: The Chancellor will annually certify to the Board that the provision has been and will be currently fulfilled.



Peralta Community College District
Governing Board Policy Review and Standards Committee
Minutes September 30, 2010

- d. BP 1.21 Committees. Trustee Withrow presented language that he would like to have inserted under section B. Ms. Waiters stressed the importance of developing an Administrative Procedure. This item will be brought back to the committee for further review.
- e. Ms. Waiters presented a Policy Compliance Matrix for a discussion on policy review. She emphasized a need to reduce/collapse policies and also the need for Administrative Procedures.
- f. Policy 1.05 Board Duties and Responsibilities. Due to the time sensitivity with regard to accreditation, this item will be a top priority for the next committee meeting. Trustee Withrow presented an expanded revised proposal for this item.

Motion: To strike BP 1.05 and adopt the expanded revisions as proposed subject to the review of the Chancellor. The item will be submitted to the Board for first reading and any recommended changes will return to the Policy Review Committee.

8. Potential Items

- a. BP 5.22 Standards of Scholarship – A revised document was presented to the committee for consideration. Trustee Withrow proposed a paragraph be inserted into the first paragraph of the policy. Dr. Bielanski commented that the policy was a combination of policy and procedure.

Motion: To accept the policy as proposed and task the Chancellor to create an Administrative Procedure.

9. Next Meeting Date: October 28th 1:30 p.m. in the District Boardroom

10. Adjournment

Meeting Materials Posted: <http://www.peralta.cc.ca.us/apps/docs.asp?Q=1713>

Respectfully submitted,

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**PERALTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
STUDENT SERVICES AND STUDENT EQUITY COMMITTEE
OCTOBER 7, 2010
4:30 P.M.
DISTRICT BOARD ROOM**

Minutes

The meeting opened at 4:39 p.m.

Present: Trustees Linda Handy and Abel Guillen, Jacob Ng, Donald Moore, Brenda Johnson, Kerry Compton, Eric Gravenberg, May Chen, Indra Thadani, Jurena Storm, Bob Grill, Tina Vasconcellos, Drew Gephart

1. Review and approve the agenda.

October 7, 2010 agenda was approved.

2. Review and approve the minutes of the last meeting.

September 2, 2010 minutes were approved as presented.

3. Health Services Update

Peralta Health Services will begin on October 13 in the temporary facility on the second floor at Laney College. Additional services will be added once the 4th floor is renovated. The agreement with Asian Health Services is almost complete and the Health Services Director position has been posted. It was stated that Asian Health will be providing the behavioral health services.

Dr. Ng reported that the Oakland Unified Health Center near Laney is too far along to coordinate with Peralta Health Services. He stated that we are not in conflict with the Oakland Unified Clinic, we are different.

There was a discussion on the health fee waiver. Vice Chancellor Ng stated that he met with legal counsel regarding the categories of students who would be exempt from the health fee.

4. EasyPass Update

Vice Chancellor Ng reported that two-thirds of the EasyPass fees have been collected. It was stated that there is still work to be done to give students clarity about their fees, the \$31 EasyPass fee in particular. It was noted that students voted for this program but there is a lot of turnover and the contract with AC Transit does not end until 2016. The vote can be revisited at that time.

Student Services and Equity Committee: October 7, 2010

Alvin Owens is the EasyPass coordinator for Peralta. He will work with AC Transit to improve communication and customer service with Peralta students.

5. Wait List

Vice Chancellor Budd reported that after a successful Wait List pilot program in the Summer 2010 term, a full Wait List will be implemented by the Spring 2011 semester. Wait Lists will be for regular full-term classes only and will start when a class is full. Details of the program are in the Schedule of Classes and will be sent out through announcements and student's Peralta email.

6. Dropped Students for Non-Payment of Fees Update

Prior to the beginning of the fall semester, 509 students were dropped for a total of \$171,000 in enrollment fees. These numbers refer to resident students only. Vice Chancellor Ng stated that there were criteria for dropping these students and that non-resident and international students were also dropped.

The next meeting will be at 4:30 p.m. Thursday, November 4.

The meeting was adjourned at 5:53 p.m.

Respectfully submitted,
Karen Croley – 466-7367
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