

CHANCELLOR'S ADVISORY COUNCIL SUMMARY MAY 1, 2009

Present

Anne Argyriou, Maureen Chenoweth, Dolores Davison, Andy Dunn, Al Guevara, Meredith Heiser (for Hansen), Martha Kanter, Judy Miner, Blanche Monary, Brian Murphy, Dorene Novotny, Fred Sherman, Roberto Sias, Martin Varela

Others

Becky Bartindale, Jon O'Bergh

I. CHECK-IN / BURNING ISSUES

Kanter reported that interim chancellor interviews are being scheduled for May 4, with the announcement of an appointment expected from the Board on May 18 at the conclusion of contract negotiations. She provided an update on the chancellor search process, urging faculty and staff groups to work together with their unions and senates to recommend representatives to be appointed to the search committee. Sias expressed concern about spending money on a search firm when there is the possibility that the search might need to be postponed or canceled. Kanter responded that the District would not enter into a contract with a search firm until the position becomes vacant. Responding to a question from Monary, Novotny explained that representation on the committee is not broken out by governance group. She also urged everyone to keep diversity in mind.

Kanter provided an update regarding the swine flu, noting the District is operating in accordance with its emergency response plan, and no cases have yet appeared. She clarified that any decision regarding college closures would be made by the County.

II. STRATEGIC PLANNING

Sherman reported that he will meet with the consultant to start planning, pursuant to the approach discussed at the April 24, 2009 Chancellor's Advisory Council meeting. He anticipates having additional information for the May 15 meeting. There was a discussion about scheduling Council meetings during the summer. It was pointed out that student representation would be difficult, but a July meeting would be viable from the faculty's perspective. Sherman tentatively predicted that the planning process could be wrapped up by December 2009. Kanter suggested incorporating the college self-study drafts into the strategic plan.

III. DRAFT SUMMARY OF PREVIOUS MEETING

The summary of the April 24, 2009 meeting was approved.

IV. REPORTS FROM SUBCOMMITTEES

Budget Committee. Dunn distributed a draft of Frequently Asked Questions regarding the budget, to be posted on the District website. Suggestions for additional questions should be communicated to the marketing directors or Becky Bartindale. Dunn distributed an update regarding “Cumulative Totals for 2-Year Budget.” He will bring further details to the May 15 meeting to ensure that the college target numbers match that District’s latest data so everyone is on the same page. Lastly, he reported that the Budget Committee will be reviewing the latest information from the Community College League of California and the State Chancellor’s Office.

Legislative Committee. There was no news to report.

ETAC. There was no news to report.

HRAC. There was no news to report.

V. BUDGET UPDATE

This was discussed under the Budget Committee report.

VI. BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

A. AP 3410, Classification of Records

Davison pointed out the need to clarify “instructor grade sheets” since grades are now submitted electronically. The same question applies to attendance reports. The suggestion was made to scan each faculty member’s documentation supporting the grades given to their students so the data is readily available if a student challenges a grade. The scanned documentation can then be destroyed at the end of the period specified in the procedures. There was a discussion about the retention of records by part-time faculty and the difficulty of accessing records of retired faculty or faculty on leave. It was determined that the Academic Senates need to revisit the issue of how long to retain student records and prepare a recommendation to update Board policy.

B. AP 4640, Harassment and Discrimination

Novotny requested Council members to bring feedback to the May 15 meeting.

C. AP 9110.1, Student Trustees

Kanter reviewed the proposed change that clarifies reimbursement for ASB campaign costs. She noted that the Chancellor’s executive staff supported the revision and the procedure will be updated.

D. Status of Other Revisions

Kanter reviewed the list of policies and procedures in the process of being revised or developed, some of which may be ready for review at the May 15 meeting.

VI. WRAP UP

It was announced that Heiser had been awarded a Fulbright Scholarship.

CALENDAR OF PENDING ITEMS 2008-09	
District Strategic Planning	May 15, 2009
AP 3410, Classification of Records	May 15, 2009
AP 4640, Harassment and Discrimination.....	May 15, 2009
Board Policies 5560-5562 (new) – Associated Students.....	May 15, 2009
Board Policy 2610, Communication Between Staff and Board	Spring 2009
Board Policy 4185 (revision) – Publication of Instructional Materials.....	TBA
Board Policy 4186 (new) – Intellectual Property	TBA
Board Policy 4190, Academic Freedom.....	Spring 2009
Board Policy 6000 (new) – General Education	TBA
Board Policy – Withdrawal.....	Spring 2009
Mass Communications Recommendation (Kelly)	Spring 2009
Setting Up Email Accounts (Sherman)	TBA
Email Usage and Online Grade Submissions (Novotny/Sherman).....	Spring 2009
Principles and Strategies for Budget Augmentation/Recovery.....	Spring 2009
District Educational Master Plan, Critical Success Factors.....	Spring 2009
Statewide Basic Skills Initiative Update.....	Spring 2009
Measure C	TBA
Closeout of Measure E	TBA
Staffing Study.....	TBA