

Board Committee Meeting Notes
District Standards & Management
Meeting Date: October 26, 2006, 5:00 PM

Present: Trustee Withrow (Chairperson), Trustee Gulassa, Chancellor Harris, Assoc. Vice Chancellor Jelks, recording secretary Weyand

1. Review and Approval of Agenda

The Committee approved the agenda as presented.

2. Review Status of the Campus-wide Strategic Planning Process

Mr. Jelks reported that at the November 14, 2006 Board meeting workshop, there will be a presentation regarding districtwide strategic planning by MIG representative Paul Downs. At this point in planning, parameters are being set with the colleges working toward their areas in a collaborative manner. Chair Withrow mentioned that the State has just completed its integrated planing, and Peralta's plan should be interfaced with the State plan. The State focused on performance standards as well as tracking students. **Action:** Chair Withrow requested that within the Nov. 14, 2006 Board meeting there be discussion of the college plans and how they will interface with the State plan.

In answer to an inquiry by Chair Withrow, Mr. Jelks stated that priorities have yet to be discussed in a real fashion; e.g., things that need to be done should be fused. **Recommendation:** In order to keep the plan as a living document, a report should come before the Board quarterly.

3. Review State of the Proposal for an Organizational Refocus of the Peralta College Educational Complex and the Relationship Between the Board of Trustees, the Office of the Chancellor and the Individual Colleges

Chair Withrow proposed that since there are renovations taking place in the district office Board room, future meetings be held at the campuses beginning with COA on November 28 and Laney on December 12. In the future, it is also recommended that at least one meeting per year be held at each campus with the campus PIOs widely advertising to the campuses. During such meetings, each college should give progress reports; e.g., college budgets, strategic planning, student outcomes, enrollment and serving respective communities.

4. Review Status of the Transfer of the Allied Health Program at Merritt to Highland Hospital

Jelks reported that work has begun on the skills lab and there are ongoing plans to look at space for Merritt's entire allied health program. Peralta can become partners with Highland and become part of their future hospital/campus reconstruction plan. There could also be a partnership with Alameda County for cross training public health nurses.

5. Management Methods and Techniques that Need to be Invoked to Ensure All Significant and Substantive Changes to Existing Legal Documents are Fully Disclosed, Justified and Approved by the Board

Chair Withrow stated that there is a need for internal controls for all contracts and legal documents that flow through the Chancellor and Board. Protocols need to be put in place in order to assure a sufficient audit trail.

6. Document Retention Policy and Practices

Following discussion, it was noted that General Counsel is working on a document retention policy.

7. Policy and Practices that Occur when a Member of Peralta Staff Departs/Assumes Positions

Chair Withrow explained the need for a relieving policy for each position assumed. The person departing from a position and the person assuming a position would collaborate on a check-off list; the document would proceed to the Chancellor and Board. This list would include all documents for which the position is accountable. A template of job responsibilities and timeline of on-going responsibilities would be part of this procedure. This policy/procedure can be used as a point of security for Human Resources.

8. Security Throughout the District

There was discussion regarding the need for a structured system for securing of all district equipment. Signatures must be required for acceptance and turning in of equipment.

9. Status of Federal Level Lobbyist and Federal "Earmarks"

Mr. Jelks reported that in discussion with the district's Washington D.C. lobbyist, it was determined that February 2007 would be the optimum time to lobby Washington on behalf of the district for federal dollars for the allied health and police and fire academy.

The next meeting of the Standards Committee will be held on November 30, 2006, 5:00 PM.

Submitted by Beth Weyand