

Board Committee Meeting Notes
 Policy Review Committee
 Meeting Date: December 1, 2005

Present: Trustees González Yuen (Chairperson), Gulassa, Withrow, Chancellor Harris, Vista College President Walters, General Counsel Nguyen, DAS President Bielanski, Public: Sanjiv Handa, recording secretary Weyand

The following chart shows action/assignments for staff following review of various policies by the Committee:

<i>Respondent</i>		<i>For Meeting Date</i>
	<u>Minutes, October 27, 2005 Meeting</u> Accepted as presented.	
Weyand	<u>January, 2006 Committee Meeting</u> There was committee consensus that the next meeting of the Policy Review Committee will be held January 26, 2006. Included with agenda items will be: (1) Approve charters for Policy Review Cmte; Budget and Audit Cmte and Standards and Management Cmte for inclusion into Chapter 1, Policy Manual.	1/06
Weyand	<u>BP 4.05, Admission of Students</u> No suggested revisions by CPAC. Approved as presented. Forward to January 24, 2006 Board mtg for consideration.	1/24/06
Nguyen	<u>International Education Program Review</u> <ul style="list-style-type: none"> • Sect. A. To read: "The International Education Program shall be self-sustaining with a separate financial account and with approval and review by the Chancellor or his/her designee. All expenses for the International Education Program shall be charged to the IEP's separate account. The Director of the International Education Program shall specifically identify the purpose of other marketing expenses and travel expenses as set forth in Board Policy 6.39B, Paragraph 2." • Include BP 6.39B as source. • Add language regarding the purpose and value of the International Education Program Other possible edits for consideration <ul style="list-style-type: none"> • add "Board approval" to end of first sentence • add "following the approval of a business plan by the Board of Trustees" to Sect. A 	
Gulassa	Trustee Gulassa will work with VC Haig to write program & educ plan for discussion @ 1/26/06 cmte mtg (using Nguyen's draft language).	1/06
Nguyen	<u>Student Trustee Election</u> This item will be agendized for the Jan. 26, 2006 cmte mtg	1/06

Nguyen	<u>Technology Accessibility</u> Nguyen will meet with H. Maxwell and K. Compton re language for policy and administrative procedures. Will bring draft policy to CPAC and return to cmte.	1/06
	<u>Anti-Dating</u> M. Mills and J. Rickman will attend next cmte mtg to discuss. Tabled to next cmte mtg.	1/06
Nguyen	<u>Animals on Campus</u> Recommendations: <ul style="list-style-type: none"> • administrative procedure should include very definite language • language should comply with ADA regulations • should be reviewed by DSPS Coordinators • students must go through normal procedures to ensure certification Nguyen will re-draft with above suggestions, reviewing Santa Rosa Jr. College policy, working with VP-Student Services and DSPS Coord & CPAC. Table to 1/06 cmte mtg.	CPAC & 1/06
Nguyen	<u>Use of Camera Device Policy</u> Approved; include in college catalogs; becomes part of Student Code of Conduct. Proceed to CPAC.	To CPAC
	<u>Document Retention</u> Approved as presented. Proceed to CPAC.	To CPAC
Nguyen	<u>Conflict of Interest Code</u> <u>Sect. X.D: Disqualification</u> <ul style="list-style-type: none"> • designated person must “disclose” • Approved: Re-insert Nguyen’s language “...unless the organization incorporates in its by-laws....consistent with Section X above.” 	
	<u>CFO/General Counsel Approval of Significant Agenda Items</u> Approved as presented; same language already approved by Board.	
	<u>Conversion of Resolutions to Policy</u> No need for policy.	
	<u>6.84 Contract Authorization-Chancellor&6.XX Goods & Services/Spec Funds</u> Approved as presented. To CPAC.	CPAC
Nguyen	<u>1.12 - Admissions Day Holiday/Annual Organizational Mtg</u> Nguyen will ascertain collective bargaining contract implications. Table until 1/6 cmte mtg/	1/06

The next meeting of the Policy Review Committee is scheduled for Thursday, January 26, 3 PM, Chancellor's Conference Room.