

Board Committee Meeting Notes
Policy Review Committee
Meeting Date: March 1, 2007

Present: Trustees Gulassa (Chairperson), González Yuen and Withrow, General Counsel Nguyen, Inspector General Waiters, DAS President Bielanski, 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>
Waiters	<p><u>2. Introduction of Whistleblower Policy</u> IG Waiters reviewed the draft Whistleblower policy and informed that there is always the threat of retaliation which prohibits some persons from coming forward. Suggestion: Gulassa stressed the need for a strong statement (preamble) that the Board rigorously upholds the policy with stated protection. Waiters continued that this policy has been worked on for some time and wanted to ensure that this committee and Board had an opportunity to review it. Whistleblowing begins at the Federal and State level, and the district does have a responsibility to investigate reporting of improper activities, the scope is limited to that which defines “improper activities.” A report form is included with the policy that reports the facts in order that the IG can initiate an investigation. ACTION: Pg. 2 of 3 (Complaint Form): use larger font for emphasis for sentence “Complaint information....” ACTION: On complaint form: add “optional” or “please provide witness ‘if available’ that can confirm your allegations.” ACTION: Pg. 3 of 4, A.4: Board should encourage managers that at the first hearing of a complaint they address to the complaint instead of having the complaint proceed to the IG. ACTION: Include a preamble that stresses the importance placed on this policy by the Board. Suggestion: Board as a whole should be consulted prior to actions being taken following a report going to the chair of the Audit & Finance Committee. ACTION: There needs to be a signature line that the manager and/or Chr. Of the Audit & Finance Committee “received” the report. ACTION: Pg. 2 of 4. A: Add language similar to “the initial contact.” Pg. 3 of 4.B.1: Change “Supervisor” to “Employee.” ACTION: Pg. 3 & 4: paragraph that deals with all employees who are not in supervisory role. ACTION: Pg. 3 of 4: add a #4 “All district employees are encouraged....”</p>	3/29/07 Cmte Mtg
Nguyen	<p><u>1. Consider Approval of Committee Meeting Minutes of January 25.</u> ACTION: Motion/second; Withrow, Gonzalez Yuen. Passed unanimously.</p>	
Gonzalez Yuen	<p><u>8. BP 6.59 Environment Policy/2.40 Energy & Resources Conservation:</u> Gonzalez Yuen requested a reading by the Policy Review Committee with any comments, edits, etc., and will re-convene the committee that drafted the policy to take suggestions and incorporate all comments into the draft policy; return to this committee.</p>	3/29/07 Cmte mtg
	<p>Future Meetings: Future meetings of the Policy Review Committee will be as follows: March 29, April 26, May 17 and June 28, to be held in the Chancellor’s Conference Room.</p>	
	<p><u>3. BP 2.23, 2.20</u> General discussion ensued regarding these policies. Nguyen may convene a mediation between DAS representatives and PFT representatives to come to a consensus on the two policies. There may be a preliminary conversation to clarify specific problems within the policies.</p>	

Nguyen	<p><u>10. Policy Regarding Notification of Board</u></p> <p>Gonzalez Yuen began discussion of at what point the Board should be notified of certain pertinent developments within the district. He suggested the following: threat of litigation; public records act requests; breakdown of vital district systems; health and safety violations and security; correspondence from district groups; investigation of alleged improprieties; communications from accreditation processes. Suggestion: It was decided that none of the above should be reported during open session of Board meetings except # 1 that should be reported in closed session. The others should be reported via confidential email from General Counsel. Policy should read that reporting is from General Counsel.</p> <p>ACTION: For the administrative procedures, all reports from General Counsel should be sent via email within a reasonable period of time (no later than 5 days after incident).</p>	3/29/07 cmte mtg
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