

Board Committee Meeting Notes  
 Policy Review Committee  
 Meeting Date: September 22, 2005

Present: Trustees González Yuen (Chairperson), Gulassa, Withrow, General Counsel Nguyen, DAS President Bielanski, Faculty Sen. Officer Perkins, 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, 6/30/05 Meeting</u>  Accepted as presented.	
	<u>Scope of Work Remaining</u>  By the end of the calendar year, complete Chapter Two with clean-up of Chapter One.	
	<u>Policy Review Committee</u> <ul style="list-style-type: none"> <li>• <u>Charter</u>: too short</li> <li>• <u>Mission Statement</u>: approved as presented at this meeting.</li> <li>• <u>Roles &amp; Responsibilities</u>: add to end of first sentence: "following approval by the Board."               <ul style="list-style-type: none"> <li>• A: third sentence, replace <del>existing behavior and</del> with "past practices and behavior" of the Board...</li> <li>• D: replace letters with numbers</li> <li>• D: 1., remove <del>Beth Weyand</del></li> </ul> </li> </ul>	
Gulassa Nguyen	<u>Language Clean-up from Chapter 1</u> <ul style="list-style-type: none"> <li>• change "citizens" to "residents"</li> <li>• Gulassa will review 1.06, regrouping duties and behavior</li> </ul>	
Nguyen	<u>Re-numbering/Reordering Entire Policy Manual</u> The committee reviewed Counsel Nguyen's logic of chapter reorganization <ul style="list-style-type: none"> <li>• All chapters will be called 20, 30, 40, etc.</li> <li>• Chap. 3 will be entitled "Business Services, Fiscal Affairs and Facilities."</li> </ul>	
Nguyen Haig	<u>International Education Program Policy</u> <ul style="list-style-type: none"> <li>• Counsel Nguyen will work with Vice Chancellor Haig to fashion policy that delineates reporting requirements and recordkeeping, complying with laws, programs, fiscal reporting to the Chancellor, educationally relevant, etc.</li> <li>• Vice Chancellor Haig will create procedures</li> </ul>	
Nguyen	<u>Multicultural Communication/Language Rights Policy</u> Trustee González Yuen suggested being sensitive to diversity; language used to maximize student services and employee relations. Suggestion: when giving directions, communications must be carried out in such a way as to include all employees. Counsel Nguyen will formulate a written opinion based on law.	

Nguyen	<u>Smoking Policy</u> <ul style="list-style-type: none"> <li>• Reference state and federal law</li> <li>• Bring to CPAC to invite comment on “other designated areas.”</li> </ul>	October 2005 CPAC mtg
Student Trustees	<u>Student Trustee Election</u> Draft policy forthcoming from Student Trustees by October cmte mtg	October 2005 mtg
	<u>Conflict of Interest Policy</u> <ul style="list-style-type: none"> <li>• Counsel Nguyen recommends removing board of director members of auxiliary organizations from the current policy.</li> <li>• Counsel Nguyen revised Foundation agreement with PCCD to ensure adequate restrictions and appearances of conflict</li> <li>• Add positions of Inspector General, Director of CITD</li> <li>• Committee approved policy with above revisions</li> <li>• Forward to Board for October 11, 2005 meeting</li> </ul>	

The next meeting of the Policy Review Committee is scheduled for Thursday, October 27, 2005, 3 PM, Chancellor's Conference Room.