

*Board Committee Meeting Notes*  
*District Standards & Management*  
*Meeting Date: November 30, 2006, 5:00 PM*

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

1. Review and Approval of Agenda

Discussion ensued regarding the fact that items will continue to be agendaized for committee consideration until such time as the items are accomplished. Part of what is addressed within the committee is to focus on a means of execution. It was recommended that future agendas should include categories such as "update" "tasks with deadlines" "new initiatives/directions" etc.

Speaking to the recurring item concerning accreditation, committee discussion continued regarding benchmarks, performance standards and ongoing assessment that are needed when reports are made on the item.

Action: For the next meeting, Jelks will draft performance standards for each accreditation standard.

Recommendation: This task would become part of Chancellor's evaluation.

2. Accreditation Workshop

It was recommended by Chair Withrow that Peralta host an all-day accreditation workshop for Bay 10 Trustees in Spring 2007 with the agenda set by WASC representatives.

3. Review Status of Campus-wide Strategic Planning Process

Jelks announced that there has been one steering committee meeting held at Laney College. Strategic Planning Consultant Paul Downs will focus on Human Resources since HR is going into a hiring phase after the first of the year. Jelks will speak to Mr. Downs about getting into the "operational" type of planning, then returning to the "planning" phase...fix the problems at the operational level (strategy planning).

4. Review Status Nursing Program

Jelks reported that things are moving smoothly for the transition to Highland Hospital, while trying to keep the cost for renovation to Highland Hospital at a minimum. The hospital space is adequate at this time; looking ahead, Highland plans to be torn down – Peralta needs to be part of their ongoing plans.

Action: Jelks will investigate why Peralta's nursing program did not qualify for State appropriation money.

5. Discuss Agenda Ideas for Campus Based Board Meetings

Discussion took place regarding agendas for Board meetings that will be held at the colleges. There needs to be at least twice as much input from the colleges, including: student involvement, faculty senate input, discussion of accomplishments and problems. It was also recommended that perhaps a "panel" approach might work at which staff, senate presidents and faculty field questions from the Board

6. 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

\_\_\_\_\_ Recommendation: Invite General Counsel Nguyen to future meeting to discuss subject item.

7. Discuss the Document Retention Policy and Practice Throughout the Peralta Colleges and Review Necessary Changes

\_\_\_\_\_ Recommendation: \_\_\_\_\_ Invite General Counsel Nguyen to future meeting to discuss subject item.

8. Discuss Relieving Policy/Practices that Occur when Member of the Staff of Peralta Departs and a New Individual Assumes the Position

Recommendation: Invite General Counsel Nguyen to future meeting to discuss subject item.

9. Discuss Overall Security Throughout the Peralta Colleges

Recommendation: Invite Vice Chancellor Ikharo to future meeting to discuss subject item.

10. Discuss Status of our Federal Level Lobbyist and Federal “Earmarks” and Strategy for the February ACCT Legislative Conf., Washington DC.

Jelks reported that Chancellor Harris spoke with the Chief of Police to assure him of the idea of the academy and will decide whether or not the district will seek Federal funding. The district will try to set up a temporary police academy at Merritt College to serve as a bridge to the formal academy.

12. Discuss the Establishment of Formal, Continuing Education-type Management Seminars for all District Managers

Recommendation: It was recommended that College Presidents be available during this conversation. Bielanski recommended that there should also be a discussion on shared governance.

Submitted by Beth Weyand