

**Board Committee Meeting Notes**  
**District Standards & Management**  
**Meeting Date: June 8, 2006, 5:00 PM**

Present: Trustees Withrow (Chairperson) and Gulassa, Spec. Asst. To the Chancellor Jelks, Inspector General Waiters, DAS President Bielanski, recording secretary Weyand

1. Review and Approval of Agenda

\_\_\_\_\_ The Committee approved the agenda as presented.

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

Jelks reported that the draft plan will be published in July with an August 10-11 managers' retreat organized to help managers buy into the plan. Additionally, at the retreat, there will be leadership training instead of brainstorming. Lengthy discussion ensued regarding the RFP that has been let for strategic planning and educational focus.

3. Review Status of Proposal for Organizational Refocus of PCCD and Relationship Between Board, Chancellor and Colleges

Withrow informed that he met with CPAC and the District Academic Senate (DAS), and the DAS is convening a committee with which he will meet on a number of issues raised by DAS regarding the subject proposal. Following the meeting, Trustee Withrow will again send his proposal to the Board for discussion and consideration. Many of the DAS issues raised had to do with the fact that the proposal will not solve all the problems, but is not designed to do so.

Bielanski stated that his impression of the DAS comments was that the proposal to hold monthly Board meetings at the colleges had been tried before; look at past experiences to form current ideas. Additionally, DAS commented that the logistics of holding such meetings were very cumbersome and the listing of items submitted with the current proposal was too large.

IG Waiters spoke about the silo mentality within education that is different from other management institutions and suggested that perhaps the Board could hear or receive summary reports in order to keep more focused. Trustee Gulassa mentioned that it is important to hear from not only college administration but also faculty and staff.

*COMMITTEE CONSENSUS:* It was the consensus of the committee to hear from the Presidents at committee meetings; include Presidents on committee meeting mailing lists; Presidents may attend meetings or send a designee.

4. Robert's Rules of Order

\_\_\_\_\_ *COMMITTEE CONSENSUS:* Weyand will send a copy of Robert's Rules of Order to Trustees.

5. Review Status of Transfer of Merritt's Allied Health Program to Highland Hospital

Jelks reported that Highland Hospital negotiations have hit a snag in that Highland wishes to create an infusion lab that will take approximately 5,000 sq. ft. of the proposed 12,000 sq. ft. area required by Peralta. Highland's CEO is looking for a solution to the problem. Peralta is still moving forward with the six skill labs. Through this proposal Peralta can reduce Highland's overhead in visiting nursing and recruitment costs through future nurses that Peralta can supply. At this time, it is anticipated that classes at Highland will begin in Fall 2006.

6. Applying Project Management to Allied Health Program, Contract Ed and State and Federal Legislative Packages

Jelks reported that the district has not done anything on contract education and State and Federal Legislative packages.

7. Status of Federal Level Lobbyist

Jelks reported that the district recently established a relationship with Rick Spees, Washington, D.C., who will work on the nursing and police and fire academy projects as well as sustainability.

8. Standard Operating Procedures

Waiters indicated that she has been collecting information and passed out a "how to" that can be used by college administrators. Withrow stated that there have been considerations to use an industrial engineer to establish standards operating procedures for all units and Waiters agreed that can be of great value during a change of leadership.

*COMMITTEE CONSENSUS:* \_\_\_Withrow will speak with Chancellor Harris regarding the industrial engineer concept - perhaps develop an internship.

9. Organizational Outreach Concept

\_\_\_\_Jelks informed that there are currently no established college or systemwide outreach SOP's, and that the efforts at the colleges are not part of a coordinated endeavor. A strategic plan is needed to reach high school students with emphasis on promoting careers. Jelks has been meeting with the deans to recreate vocational education around the career clusters to highlight that voc ed trades do not limit career development. Better advertisement, focus on outreach and determining how outreach fits into the integrated strategic plan are efforts that must be established immediately.

10. Establishment of Formal Continuing Management Seminars

Withrow reported that the Chancellor has set a series of management seminars entitled "New Manager's Academies." Waiters feels that the academies might be a good place for classified managers to voice concerns.

Lengthy discussion ensued regarding management contracts and the low morale amongst managers because of the inadequate number of managers.

11. Identification and Implementation of Performance Standards

\_\_\_\_Withrow stated that the district needs ways in which established performance standards exist. He made reference with Ed Code standards such as graduation, retention, transfer, student success, etc. How should the district take those standards and use them to monitor and measure how the district is performing? Waiters added that expectations must be established through the work plan concept along with established benchmarks.

*The next meeting of the Standards Committee will be held on September 28, 2006, 5:00 PM.*

Submitted by Beth Weyand