

Board Committee Meeting Notes
District Standards & Management
Meeting Date: September 28, 2006, 5:00 PM

Present: Trustee Withrow (Chairperson), Assoc. Vice Chancellor Jelks, DAS President Bielanski, Merritt College Vice President-Instruction Berry, public: Sanjiv Handa, recording secretary Weyand

1. Review and Approval of Agenda

_____ The Committee approved the agenda as presented.

2. Review Status of the Campus-wide Strategic Planning Process and Preparations for the Board Retreat

Jelks informed that this date there was a meeting of the strategic planning management team that was broken into nine sub-teams, each team headed by a member of senior management. The larger group will meet every other week and inform lower management and other staff within the district of information from the smaller group. ACTION: Jelks will include the names of above management team members into the Project Management software program so that it will be readily available to them for their future use.

4. Discuss Process for Covering Robert's Rules of Order at the Special Board Workshop

_____ This topic will be discussed with the Board at its next workshop meeting.

3. Review Status of the Proposal for an Organizational Refocus of the Peralta College Educational Complex and the Relationship Between the Board of Trustees, the Office of the Chancellor and the Individual Colleges

Chair Withrow indicated that this topic deals with the issue of how the district views itself externally and internally. While the Board's role is to govern each college, the Board not as involved with each college as it should be. The colleges should be recognized for its strengths, successes and uniqueness. The Board controls the fiscal aspects of the district and colleges but does not know much about how it impacts each of the colleges; the taxpayers own the educational facilities, and the Board is elected to oversee and protect the assets of the entity. The current organizational structure isolates Trustees from the colleges and their students.

Chair Withrow recommends: (1) discontinue use of word "district" and use "Peralta Colleges" in lieu of Peralta Community College District; (2) "Office of the Chancellor" instead of the "District Office" (3) locate more meetings at the colleges; (4) meeting at each college once per year.

5. Review Status of the Transfer of the Allied Health Program at Mettitt to Highland Hospital

_____ Jelks reported that the district began working on the transfer of the allied health program to portions of Highland Hospital because of Merritt's need for additional lab space. Vice President Berry informed that Highland has a critical care unit that is not used and could be used by Merritt for a skills lab. Berry reviewed an architectural plan of the space that will accommodate 40 students; students will use the lab next week. The second space will be used for labs and a large classroom for incoming nursing students. Jelks spoke about Merritt's nursing program needs at Highland Hospital over the next 8 to 10 years and that Highland's expansion plans should include Peralta.

7. Status Level Lobbyist

Jelks stated that he spoke with our federal lobbyist to seek \$400,000 in funding for the Highland Hospital/Merritt College collaboration but received word that there is a lot of competition for the funds with most funding going to public safety centers and homeland security.

Chair Withrow stated that a trip will be planned to Washington DC to speak with the lobbyists about the nursing program, policy and fire academy and homeland security and urban training centers.

Action: In order to seek funds under homeland security, Jelks will speak with Berry about inclusion of a post traumatic stress program at Merritt for returning Veterans.

8. Standard Operating Procedures

Chair Withrow suggested hiring temporary employees to help in the development of standard operating procedures for each district position, as it is almost impossible to do so with current staffing. Standards operating procedures will also aid with evaluation of employees.

9. Organizational Outreach Concepts

Chair Withrow reviewed the role of the district and colleges to provide educational opportunities and to be a vehicle of change within the district's service area. Chair Withrow suggested having Peralta's Trustees meet with the trustees K-12 districts within its service area, introducing them to Peralta. It was suggested that middle school students visit the campuses to walk through the labs and classrooms and meet students, staff and instructors. It was also suggested to bring all principals and counselors together with Peralta administrators to partner in outreach activities. All of the above should become part of strategic planning. Action: Jelks will meet with Vice Chancellor Perdue to review past outreach programs to those identified above.

The next meeting of the Standards Committee will be held on October 26, 2006, 5:00 PM.

Submitted by Beth Weyand