

San Joaquin Delta College

Policy & Procedures Review Committee

Thursday, January 22, 2008
1:30 to 3 p.m.
Mustang Room
Paula Bennett, Recorder
Matt Wetstein, Executive Secretary

Attendees: Dana Baker ,Joe Bisson, Jeff Kay, Steve Schermerhorn , TJ Walton , Lynn Welch for Jan Truscott, Matt Wetstein for Kathy Hart, and Mario Vasquez

Absent: Joyce Giovanetti and Valerie Novak

Excused: Joe Gonzales

Guests: Gail Hixson, Steve Graham, Andrea Alkhas, Catherine Mooney

College Mission Statement (BP 1201)

The mission of San Joaquin Delta College is to provide excellent post-secondary education that serves the needs of students, the College District and the community through continuing, transfer, career and technical education, and economic development. To achieve this objective, the faculty and staff are committed to providing comprehensive instructional programs, student services and public services that are high quality.

In fulfilling its mission, San Joaquin Delta College acts upon the following principles:

- Commitment to excellence requires effective collaboration, respect for cultural diversity, appreciation of historical perspective, open communication, high academic standards, a vital connection to the arts and cultures of the community, and competitive athletics.
- Student success and equity are founded on a well-coordinated and institutionally-integrated developmental education program.
- Educational resources are available to all students regardless of age, disability, gender, or ethnicity.
- Institutional renewal must include continuous improvement through new and revised curricula; the use of student learning outcomes to enhance student performance; new and effective technologies; and ongoing faculty and staff professional development.
- All aspects of the College encourage good citizenship, responsible leadership, ethical behavior, and the appreciation of lifelong learning.

Minutes

1. December 11, 2008 were approved as presented.
2. Returned from Comment Period Ending January 8, 2009
 - Proposed Deletion Policy 5370 “Financial Aid Satisfactory Academic Progress” Adoption BP 5130 “Financial Aid”
 - Proposed Deletion Policy 5360 “Financial Aid” Adoption AP 5130 “Financial Aid”

Following correction of minor typing error, it was agreed to forward to President’s Council.

- Proposed Changes Policy 4020 “Employment Requirements”
- Proposed Adoption BP/AP 7310 “Nepotism”

The proposed adoption of BP/AP 7310 “Nepotism” and adding language from BP/AP 730 to Policy 4020 “Employment Requirements” (Classified Employees), will bring actual practice and current policy inline with the Education Code. It was suggested that other employment policies related to managers and faculty may need to be reviewed to include the new language regarding employment/supervision of immediate family members.

Agreed to forward to President’s Council.

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3. Comments – Management Senate and Instructional Deans Proposed Changes AP 7217 “Academic Employees”

Discussion continued on the proposed changes to AP 7217. Comments from the Division Deans were reviewed.: suggested include language “A person who is employed to teach adult or community college classes for not more than 67% of the hour per week be considered full-time employment for regular employees having comparable duties shall be classified as a temporary employee, and shall not become a contract employee under Section 87604.” The Academic Senate President suggested that the language regarding 67% (manager’s language) be added back to the AP and identified as “A,” and move the enumerations down. In addition, the Academic Senate President suggested including the formula as applied to calculate hours of librarians and counselors, and any other 35 hour faculty, to allow ability to grievance over work load if necessary – include as “D.”

Following review it was agreed to edit lines 11 and 13 strike “and adjunct faculty, amend to **“adjunct counselors and other faculty”** in order differentiate fixed hourly from other instructors.

It was agreed to draft item “D” (calculation), and release for member consideration via email, and forward to President’s Council.

4. Returned from December 11, 2008 Proposed Deletion Procedure 5203 “Scholastic Probation and Dismissal” to BP/AP 4250 “Probation Disqualification and Readmission” - Returned from rewrite (tabled March 2006)

The Director of Admissions and Records reintroduced the proposed changes as prepared in collaboration with faculty members from Guidance and Counseling (the Academic Probation Committee). She informed the group that the Academic Probation Committee’s work incorporates recommended language from the CCLC template and completely eliminates the March 2006 proposal.

It was agreed to release the proposed deletion/changes for a comment period ending March 12, 2009.

5. Board of Trustees Series 1000 Conversion Collection to Chapter 2, Board Policies, CCLC

The Executive Secretary introduced the conversion collection to the Committee and advised them that most of the policies had only been converted to the CCLC number format. He reviewed the list in detail which identified those policies that had not only

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been converted to the CCLC number format, but also included recommended language from CCLC where necessary. He asked that the Committee agreed to submit the policies in the collection with only number conversion to President's Council and release those with subsequent language to for comment by the shared governance groups. It was agreed to move forwarded as recommended. The following Board Policies (BPs) to be released for comment period ending March 12, 2009:

BP 2310 REGULAR MEETINGS OF THE BOARD
BP 2315 CLOSED SESSIONS
BP 2330 QUORUM AND VOTING
BP 2340 AGENDAS
BP 2345 PUBLIC PARTICIPATION AT BOARD MEETINGS
BP 2410 BOARD POLICIES AND ADMINISTRATIVE PROCEDURES
BP 2610 PRESENTATION OF INITIAL COLLECTIVE BARGAINING
BP 2735 BOARD MEMBER TRAVEL

Policies 2000 – 2210 through 2620 – 2730, and 2740 will be forwarded to President's Council for adoption (number conversion).

There being no further business, the meeting was adjourned at 2:10 p.m. The Committees next meeting is scheduled for Thursday, February 12, 2009, 1:30 to 3 p.m., Mustang Room.