

Barstow Community College District
President's Advisory Council (PAC)

**Regular Meeting
Agenda
Wednesday, August 14, 2013**

**Learning Resource Center, Conf. Room #1
3:30 p.m.**

- I. Welcome
- II. Review Regular PAC Meeting Notes of July 11, 2013
- III. Revision 1st Reading – AP 5015 Residence Determination
- IV. Revision 2nd Reading – BP 6620 Naming of Buildings
- V. Revision 2nd Reading – AP 6620 Naming of Buildings
- VI. Discussion of Co-Chairs
- VII. Planning and Program Review Cycle
- VIII. Draft Strategic Planning Process
- IX. Role of PAC and All College Meeting in Strategic Plan
- X. Participatory Governance Handbook – Update Due 2014
- XI. Review *Draft* BOT Agenda for August 21, 2013
- XII. Other

The Participatory Governance Handbook is available at the following locations:

I-Drive: I:\Presidents Office\Participatory Governance Handbook 2011_rev2011.12.14_BoardApproved_PrintVersion.pdf

BoardDocs: <http://www.boarddocs.com/ca/bccd/Board.nsf/Public>

Barstow Community College District

President's Advisory Council (PAC) Meeting Notes of Wednesday, August 14, 2013 Regular Meeting

Present: Debbie DiThomas, Superintendent/President; Stephen Eaton, Virgil Stanford, Trinda Best, Maureen Stokes, & Jim Daniels, administration; Lewis Goldstein, BCFA; Sally VanDenBerg, academic senate; Kenyetta Grayer, Melissa Pepin, ASB; Melissa Meadows, Terri Walker, CSEA; Heather Caldon, guest; Michelle Henderson, Recorder

Absent: Nancy Olson, CSEA

Call to Order

The meeting was called to order at 3:30 p.m. by Dr. DiThomas.

Welcome

Dr. DiThomas welcomed everyone to the meeting.

Review Regular PAC Meeting Notes of July 11, 2013

Motion by Sally VanDenBerg to accept the July 11, 2013, meeting minutes. Second by Trinda Best. There was not discussion. All in favor. Motion carries.

Revision 1st Reading – AP 5015 Residence Determination

This Administrative Procedure is being revised to remain in compliance with recommendations from the Chancellor's Office. It was noted that the revisions need to be compared with the templates from the Community College League of California (CCLC). Lewis Goldstein moved to accept the revisions to AP 5015 as a first reading. Second by Trinda Best. All in favor. Motion carries.

Revision 2nd Reading – BP 6620 Naming of Buildings

The Board Policy is being presented for a second reading for approval of revisions which provide further details and clarification to the policy for naming of buildings. Trinda Best moved to accept the revisions as a second reading. Second by Sally VanDenBerg. All in favor with Terri Walker abstaining from the vote. Motion carries.

Revision 2nd Reading – AP 6620 Naming of Buildings

The Administrative Procedure is being presented for a second reading for approval of revisions which provide further details and clarification to the procedure for naming of buildings. Trinda Best moved to accept the revisions as a second reading. Second by Virgil Stanford. All in favor with Terri Walker abstaining from the vote. Motion carries.

Discussion of Co-Chairs

Discussion will take place at a future meeting.

Planning and Program Review Cycle

No discussion at this meeting.

Draft Strategic Planning Process

Discussion regarding moving from the previously developed strategic goals to defining the strategic planning process. Committee reviewed draft flowchart depicting the planning process and discussed

possible revisions. Next step is for constituent representatives to inform their groups and to provide feedback/input to the VPAA. The final draft of the planning process will be presented at an all college meeting and then the Board.

Role of PAC and All College Meeting in Strategic Plan

The committee agreed that the President's Advisory Council (PAC) is the decision making body that information from all committees report to. Membership should have equal representation from each group (two members each from students, classified staff, faculty, and management). The management representatives will be chosen from mid-level managers (not cabinet members). Cabinet members and the President will attend as advisory (non-voting) members. The committee agreed to these changes.

Participatory Governance Handbook – Update Due 2014

The Participatory Governance Handbook (PGH) is due for an update in 2014.

Review *Draft* BOT Agenda for August 21, 2013

The draft board agenda for August 21, 2013, was reviewed with the committee.

Other

Virgil Stanford, Vice President of Administrative Service will be retiring effective December 31, 2013.

Adjourn

Meeting adjourned at 4:39 p.m.

Barstow Community College District
President's Advisory Council (PAC)

**Regular Meeting
Agenda
Wednesday, September 04, 2013**

**Learning Resource Center, Conf. Room #1
3:30 p.m.**

- I. Review Regular PAC Meeting Notes of August 14, 2013
- II. Revision 2nd Reading – AP 5015 Residence Determination
- III. Participatory Governance Handbook
- IV. Strategic Planning Process
- V. Re-Structure of PAC based on Strategic Planning Process
- VI. Governance Committees – Members & Meeting (*hold first meeting in September – prepare agenda, assign a note-taker and take minutes at all meetings. Discuss committee purpose, set meeting calendar for the year*)
- VII. BCC Values (Results from All College discussion on September 03, 2013)
- VIII. Review *Draft* BOT Agenda for September 11, 2013
- IX. Other

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BoardDocs: <http://www.boarddocs.com/ca/bccd/Board.nsf/Public>

Barstow Community College District

President's Advisory Council (PAC) Meeting Notes of Wednesday, September 04, 2013 Regular Meeting

Present: Debbie DiThomas, Superintendent/President; Trinda Best, Sally VanDenBerg, Nancy Olson, Stephen Eaton, Lewis Goldstein, Jim Daniels, Maureen Stokes, Melissa Meadows, Michelle Henderson, Recorder

Absent: Virgil Stanford, Melissa Pepin, Kenyetta Grayer

Call to Order

The meeting was called to order at 3:30 p.m. by Dr. DiThomas.

Review Regular PAC Meeting Notes of August 14, 2013

Motion by Lewis Goldstein with a second by Sally VanDenBerg to accept the August 14, 2013, meeting minutes. All in favor. Motion carries.

Revision 2nd Reading – AP 5015 Residence Determination

This item was pulled from the agenda.

Participatory Governance Handbook

The PGH is due to be reviewed in 2014 and revisions are the responsibility of the President's Advisory Council. Each committee will review its membership, current description and write a purpose statement. PAC will review all information received from the committees and take action upon the recommended revisions.

Strategic Planning Process

The current strategic planning process was presented and approved at yesterday's all college meeting and is now being presented to PAC for approval. There was discussion regarding the Basic Skills committee and possibly adding it to the list of Academic Senate committees or incorporating it into the Student Success committee. All agreed to wait for a month or two before making a decision. Also, all agreed with the current draft of the planning process.

Re-Structure of PAC based on Strategic Planning Process

There was discussion regarding the unequal representation of mid-level managers on the President's Advisory Council. It was discussed and decided that the President and Cabinet members will be non-voting advisory members to PAC and that mid-level managers would be assigned to represent management as voting members. All agreed that three (3) reps from each constituent group (CSEA/BCFA/Academic Senate/Management) would be assigned effective with the October 2013 meeting. Advisory members to PAC will attend all meeting. A copy of PAC's committee description will be brought to the next meeting for review and PAC will need to write a purpose statement.

Governance Committees

Committees should plan to hold their first meeting in the month of September. They should plan to prepare an agenda, assign a note-taker and take meeting minutes. Discuss the committee purpose and set the meeting calendar for the year. A list of all committee memberships will be emailed by tomorrow.

BCC Values

PAC reviewed the values affinity diagram results from yesterday's all-college meeting along with AP 3050 Code of Ethics and the previous values statement in the Participatory Governance Handbook. Maureen Stokes, Nancy Olson, and Sally VanDenBerg volunteered to form a subcommittee to draft new values. A student representative will also be added to the committee. Lewis Goldstein agreed to help with the editing. The first meeting will take place within the next week.

Review *Draft* BOT Agenda for September 11, 2013

The draft board agenda for September 11, 2013, was reviewed with the committee.

Other

Constituent leaders will forward the name of their 3rd representative for PAC to the President's Office.

Adjourn

Meeting adjourned at 4:27 p.m.

Barstow Community College District
President's Advisory Council (PAC)

**Regular Meeting
Agenda
Wednesday, October 09, 2013**

**Learning Resource Center, Conf. Room #1
3:30 p.m.**

- I. New PAC Membership (new members & voting/non-voting members)
- II. Review Regular PAC Meeting Notes of September 04, 2013
- III. Review PAC Description / Structure / Write Purpose Statement / Set Meeting Calendar / Strategic Planning Process
- IV. Review Draft All-College Meeting Agenda for November
- V. BCC Values Update
- VI. 2nd Reading Revision to AP 5015 Residence Determination
- VII. Review *Draft* BOT Agenda for October 16, 2013
- VIII. Other

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BoardDocs: <http://www.boarddocs.com/ca/bccd/Board.nsf/Public>



President's Shared Governance Council (PSGC)

Meeting Minutes – Regular Meeting
Wednesday, October 09, 2013
3:30 p.m. / LRC Conference Room

Present: Debbie DiThomas, Superintendent/President; Melissa Meadows, Nancy Olson, Terri Walker, Classified; Claire Benson, Lewis Goldstein, Sally VanDenBerg, faculty; Jerry Peters, Shawna Robbins, Kim Young, management, Kenyetta Grayer, Melissa Pepin, Tim Togafau, students, Trinda Best, Jim Daniels, Stephen, Eaton, Maureen Stokes, advisory; Michelle Henderson, Recorder

Absent: Janet Orihuela, student, Virgil Stanford, advisory

Call to Order

The meeting was called to order at 3:30 p.m. by Dr. DiThomas.

Review Regular PAC Meeting Notes of September 04, 2013

Motion by Lewis Goldstein with a second by Jerry Peters to accept the September 04, 2013, meeting minutes. All in favor. Motion carries.

Revision 2nd Reading – AP 5015 Residence Determination

Heather Caldon explained the revisions bring our procedure in line with the CCLC template. There was no discussion. All were in favor.

Review PAC Description / Structure / Write Purpose Statement / Set Meeting Calendar / Strategic Planning Process

Committee Name

There was discussion regarding the committee name and the group voted to change the name of the President's Advisory Council to President's Shared Governance Council.

Purpose Statement and Description

The committee reviewed the description as listed on page 27 of the Participatory Governance Handbook and discussed the first paragraph becoming the statement of purpose and that the second paragraph (with revisions) would serve as the description. *Statement of Purpose: The PSGC is a representative body designed to assist in governance of the District. Its authority is limited by the scope of collective bargaining, and by the responsibilities of the President. Description: The PSGC is the voting body charged with promoting coordination among committees (their charge, composition, and responsibilities); for ensuring that policies and procedures are considered and reviewed. The PSGC through collaborative dialogue guides the goals, objectives and action plans of committees and departments through the Strategic Planning Process.* Terri Walker moved with a second by Claire Benson to accept the changes to the statement of purpose and description as listed above. All were in favor.

Membership

The committee reconfirmed the recent membership changes with three (3) reps each from mid-management, classified, faculty, and students and that Cabinet are advisory and the President is the non-voting chair of the committee.

Meeting Calendar

The committee agreed that beginning in January the regular meeting day would be moved to the last Wednesday of the month in order to prepare for the All-College meeting. Review of the draft board agenda will take place at the individual constituent meetings with the president beginning in November.

Review Draft All-College Meeting Agenda for November

Committee reviewed the draft agenda.

BCC Values Update

At the last All-College meeting the group voted to add an "S" to the end of CARE changing it to CARES. The core values committee will meet again and present the revisions at the next All-College meeting. There was discussion to incorporate the core values with professional development training. All agreed.

Review *Draft* BOT Agenda for October 16, 2013

The draft board agenda for October 16, 2013, was reviewed with the committee.

Adjourn

Meeting adjourned at 3:35 p.m.



President's Shared Governance Council (PSGC)

Agenda - Regular Meeting

Wednesday, November 13, 2013

3:30 p.m. / LRC Conference Room

- I. Review Regular PAC Meeting Notes of October 09, 2013
- II. BCC Values Update
- III. Participatory Governance Handbook Review (timeline, deadlines, procedures)
- IV. Board Policy / Administrative Procedure Review Process & Timeline
- V. Other

Purpose Statement

The PSGC is a representative body designed to assist in governance of the District. Its authority is limited by the scope of collective bargaining and by the responsibilities of the President.

Description

The PSGC is the voting body charged with promoting coordination among committees (their charge, composition, and responsibilities); for ensuring that policies and procedures are considered and reviewed. The PSGC through collaborative dialogue guides the goals, objectives and action plans of committees and departments through the Strategic Planning Process.

The Participatory Governance Handbook is available at the following locations:

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President's Shared Governance Council (PSGC)

Meeting Minutes – Regular Meeting
Wednesday, November 13, 2013
3:30 p.m. / LRC Conference Room

Present: Lewis Goldstein, Jim Daniels, Jerry Peters, Shawna Robbins, Kim Young, Claire Benson, Stephen Eaton, Trinda Best, Melissa Pepin, Kenyetta Grayer, Sally VanDenBerg, Maureen Stokes, Terri Walker, Nancy Olson, Melissa Meadows, and Michelle Henderson, Recorder

Absent: Janet Orihuela Virgil Stanford, Dr. Debbie DiThomas

Call to Order

The meeting was called to order at 3:30 p.m. by Stephen Eaton.

Review Regular PAC Meeting Notes of October 09, 2013

Motion by Lewis Goldstein with a second by Jerry Peters to accept the October 09, 2013, meeting minutes with the following corrections. Change “They” to “The” on the Membership paragraph. Change “and” to “an” on the BCC Values Update paragraph. All in favor. Motion carries.

BCC Values Update

The BCC Values were approved at the last All College meeting. The values will now be presented to the Board for approval at the November Board meeting.

Participatory Governance Handbook Review

Governance committees have been asked to review their membership, committee description and draft a purpose statement and forward recommendations to the Council by mid-January. Michelle Henderson will provide an update to the Council and each committee chair by the December Council meeting regarding which committees have responded to date. The Council will begin reviewing all committee recommendations at the January meeting.

At the December Council meeting four subcommittees will be created and each subcommittee will be responsible for reviewing a section of the handbook and reporting back to the Council in February with the recommended changes. Council review of draft revisions will take place in March and April. Final reading by the Council in May. The draft handbook will be presented to All-College in August and then forwarded to the Board for approval September-November, 2014.

Board Policy / Administrative Procedure Review Process & Timeline

Last year the college began a comprehensive review of all board policies and administrative procedures. The comprehensive review now needs to be finalized and the regular review cycle is scheduled to begin.

The review/revision process is outlined as follows. VP's are responsible to review BP/AP's, and take recommendations to Cabinet. From Cabinet the BP/AP may be presented to a governance committee most closely associated with it for review prior to being forwarded to the President's Shared Governance Council. The BP/AP may need to be reviewed at Cabinet one more time prior to submission to the Board if there are significant changes following the committee and Council reviews. Board Policies require two readings with the Board for final approval and Administrative Procedures are submitted to the Board as information items. During the regular review cycle, all BP/AP's must move forward as being reviewed regardless of whether or not they require any changes. Community College League Templates should always be used when reviewing or considering changes.

The President's Shared Governance Council will begin the review process in December. Additional meetings will be scheduled to allow time to complete the process. Council meeting schedule for January and February will be, Jan 22, 29; Feb 12, 26.

Other

Taping of a holiday commercial will take place on Thursday, November 14, 2013, at 3:15 p.m. in the IPAC. Council committee members are invited to participate.

Adjourn

Meeting adjourned at 4:03 p.m.



President's Shared Governance Council (PSGC)

Agenda - Regular Meeting

Wednesday, December 11, 2013, 2013

3:30 p.m. / LRC Conference Room

- I. Review Regular PAC Meeting Notes of November 13, 2013
- II. Strategic Plan 2012-2015
- III. Participatory Governance Handbook Review
 - a. Update regarding individual committee progress
 - b. Divide handbook into four sections / Form four subcommittees to review the sections
- IV. Board Policy Revisions – Chapter 5 & 6
 - a. Chapter 5: BP 5010, 5015, 5020, 5030, 5035, 5040, 5050, 5052, 5055, 5110, 5120, 5130, 5140, 5210, 5300, 5400, 5410, 5420, 5500, 5570, 5700, 5800
 - b. Chapter 6: BP 6100, 6150, 6200, 6250, 6300, 6320, 6330, 6340, 6400, 6500, 6520, 6540, 6550, 6600, 6750, 6800, 6900
- V. Other

Purpose Statement

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President's Shared Governance Council (PSGC)

Meeting Minutes – Regular Meeting
Wednesday, December 11, 2013
3:30 p.m. / LRC Conference Room

Present: Melissa Meadows, Nancy Olson, Terri Walker, Claire Benson, Jerry Peters, Kim Young, Debbie Wynne, Jim Daniels, Maureen Stokes, Debbie DiThomas, and Michelle Henderson, Recorder

Absent: Lewis Goldstein, Sally VanDenBerg, Shawna Robbins, Kenyetta Grayer, Janet Orihuela, Melissa Pepin, Trinda Best, Stephen Eaton, and Virgil Stanford

Call to Order

The meeting was called to order at 3:30 p.m. by Dr. DiThomas.

Review Regular PAC Meeting Minutes of November 13, 2013

Motion by Jerry Peters with a second by Nancy Olson to accept the November 13, 2013, meeting minutes with the following correction: list Nancy Olson as being present at the meeting. All in favor. Motion carries.

Participatory Governance Handbook Review

The following subcommittees were formed in order to review the governance handbook: Group 1 - Jerry, Terri, Nancy & Stephen to review pages 1-9 and 74-92. Group 2 – Jim, Barbara & Claire to review pages 10-26. Group 3 – Dr. DiThomas, Michelle, Kim & Sally to review pages 27-40. Group 4 – Lewis, Maureen & Shawna to review pages 41-73. Subcommittees are to report back to the Council at the regular February meeting (Feb 26, 2014) with their recommended changes.

Board Policy Revisions – Chapter 5 & 6

Dr. DiThomas discussed the process for policy and procedure review. The Council agreed that policies and procedures in compliance with the CCLC templates and that do not require substantial changes can be presented at Council and Cabinet for one (1) reading and then be forwarded to the Board. When substantial changes are required then revisions will follow through the full process.

The Council reviewed the submitted policies and decided the following would be returned to committee for further review: BP 5010, 5030, 5130, and 5500. Additional minor changes are needed for BP 5400 and 5410 and will be forwarded to the President's Office in time for the December Board agenda. All other policies can be forwarded to the Board as submitted.

Other

None

Adjourn

Meeting adjourned at 4:37 p.m.



President's Shared Governance Council (PSGC)

Agenda - Special Meeting

Wednesday, January 22, 2014

3:30 p.m. / B-18

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- I. Policy Revision – Board Decision from 1/15/14 Board Meeting
 - II. Administrative Procedure Revision
 - a. AP 2410 – Policy and Administrative Procedures
 - b. AP 5055 – Enrollment Priorities
 - III. Accreditation Follow-Up Report
 - IV. Professional Development Plan
 - V. Staffing Plan
 - VI. All-College Meeting
 - VII. Strategic Planning & Communication Process (Diagram)
 - VIII. Participatory Governance Handbook Review
 - a. Group 1 – Jerry, Terri, Nancy & Stephen – Review p. 1-9 & 74-92
 - b. Group 2 – Jim, Barbara & Claire – Review p. 10-26
 - c. Group 3 – Dr. DiThomas, Michelle, Kim & Sally – Review p. 27-40
 - d. Group 4 – Lewis, Maureen, & Shawna – Review p. 41-73
 - e. *Subcommittees should meet in order to review their sections and report back to the Council at the regular **February** meeting (Feb 26, 2014) with their recommended changes.*
 - IX. Other

Purpose Statement

The PSGC is a representative body designed to assist in governance of the District. Its authority is limited by the scope of collective bargaining and by the responsibilities of the President.

Description

The PSGC is the voting body charged with promoting coordination among committees (their charge, composition, and responsibilities); for ensuring that policies and procedures are considered and reviewed. The PSGC through collaborative dialogue guides the goals, objectives and action plans of committees and departments through the Strategic Planning Process.

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President's Shared Governance Council (PSGC)

Meeting Minutes – Special Meeting

Wednesday, January 22, 2014

3:30 p.m. / B-18

Present: Nancy Olson, Barbara Rose, Terri Walker, Claire Benson, Lewis Goldstein, Sally VanDenBerg, Jerry Peters, Kim Young, Shawna Robbins, Kenyetta Grayer, Maureen Stokes, Debbie DiThomas, Stephen Eaton, George Walters and Michelle Henderson, Recorder

Absent: Janet Orihuela, Melissa Pepin, and Jim Daniels

Call to Order

The meeting was called to order at 3:30 p.m. by Dr. DiThomas.

Policy Revision – Board Decision from 1/15/14 Board Meeting

Dr. DiThomas reminded everyone to follow the policy and procedure language found in the CCLC templates. The Board approved the most recent set of policy revisions submitted at the January board meeting with direction to staff to adjust the submitted policies to reflect the correct use of the phrase “The District President, or his or her designee” according to the league templates. All future submissions should reflect league template language. If there is doubt or questions regarding any of the language found in the templates contact the President’s Office for clarification.

Administrative Procedure Revision

AP 2410 – Policy and Administrative Procedure – This procedure has been revised with an accurate depiction of the review cycle. All policies and procedures will be reviewed according to the cycle and also on an as-needed basis.

AP 5055 – Enrollment Priorities – This procedure has been revised in accordance with recent Title 5 changes.

Nancy Olson moved with a second by Jerry Peters to approve AP 2410 as submitted and AP 5055 (with removal of “as long”) and forward both procedures to the Board as information items. All were in favor.

Accreditation Follow-Up Report

Stephen Eaton discussed progress with the accreditation follow-up report and asked each member to review the draft responses and forward any comments and/or evidence recommendations to him. He stated the commission originally identified two recommendations that did not need to be addressed until the mid-term report (recommendation 6 regarding a systematic cycle for policy/procedure revisions and recommendation 9 regarding a review of all college contracts to ensure alignment with the college mission). We have currently addressed both of them, and with the Commission’s blessing, will be responding to them now instead of waiting until next year as originally recommended.

Professional Development Plan

Stephen Eaton discussed the Professional Development Plan. There was committee discussion regarding formatting the document according to constituent groups vs. divisions of the college. The committee decided to incorporate both formatting options into the document. It was also noted that the plan should mention one board member being elected on an annual basis to serve as the County Representative. Committee members were asked to review the document and send recommendations/corrections using ‘track-changes’ to Stephen.

Staffing Plan

Stephen Eaton discussed the Staffing Plan. It was decided to add the general hiring committee membership 'make-up' to the document.

All-College Meeting

Emergency preparedness will be the topic of the February 4th All-College meeting. Please spread the word and plan to attend.

Strategic Planning & Communication Process (Diagram)

The revised strategic planning and communication process diagram was distributed. The diagram has been updated to reflect which committees are responsible for the various campus planning documents (i.e. staffing plan, technology plan, facilities plan, etc).

Participatory Governance Handbook Review

Subcommittees should meet in order to review their sections of the Governance Handbook and report back to the Council at the regular February meeting (Feb 26, 2014) with their recommended changes.

Other

None

Adjourn

Meeting adjourned at 4:32 p.m.



President's Shared Governance Council (PSGC)

Agenda - Regular Meeting

Wednesday, January 29, 2014

3:30 p.m. / LRC Conference Room

- I. Review Regular Meeting Minutes from December 11, 2013
- II. Review Special Meeting Minutes from January 22, 2014
- III. *Reminder* - Participatory Governance Handbook Review
 - a. Group 1 – Jerry, Terri, Nancy & Stephen – Review p. 1-9 & 74-92
 - b. Group 2 – Jim, Barbara & Claire – Review p. 10-26
 - c. Group 3 – Dr. DiThomas, Michelle, Kim & Sally – Review p. 27-40
 - d. Group 4 – Lewis, Maureen, & Shawna – Review p. 41-73
 - e. *Subcommittees should meet in order to review their sections and report back to the Council at the regular **February** meeting (Feb 26, 2014) with their recommended changes.*
- IV. Accreditation Follow-Up Report - Final
- V. Professional Development Plan - Final
- VI. Staffing Plan - Final
- VII. Other

Purpose Statement

The PSGC is a representative body designed to assist in governance of the District. Its authority is limited by the scope of collective bargaining and by the responsibilities of the President.

Description

The PSGC is the voting body charged with promoting coordination among committees (their charge, composition, and responsibilities); for ensuring that policies and procedures are considered and reviewed. The PSGC through collaborative dialogue guides the goals, objectives and action plans of committees and departments through the Strategic Planning Process.

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President's Shared Governance Council (PSGC)

Meeting Minutes – Regular Meeting

Wednesday, January 29, 2014

3:30 p.m. / LRC

Present: Nancy Olson, Barbara Rose, Terri Walker, Claire Benson, Lewis Goldstein, Sally VanDenBerg, Jerry Peters, Kim Young, Shawna Robbins, Maureen Stokes, Debbie DiThomas, Stephen Eaton, George Walters, Jim Daniels and Michelle Henderson, Recorder

Absent: Melissa Pepin, and Kenyetta Grayer

Call to Order

The meeting was called to order at 3:30 p.m. by Dr. DiThomas.

Regular Meeting Minutes from December 11, 2013

Jerry Peters moved with a second by Sally VanDenBerg to approve the December 11, 2013, meeting minutes as submitted. All in favor. The motion carried. Barbara Rose and Shawna Robbins abstained from the vote.

Special Meeting Minutes from January 22, 2014

Sally VanDenBerg moved with a second by Claire Benson to approve the January 22, 2014, meeting minutes as submitted. All in favor. The motion carried.

Participatory Governance Handbook Review

Reminder for each Governance Committee to thoroughly review the committee description and membership as well as develop a purpose statement.

Subcommittees are currently reviewing their sections of the handbook and will bring revision recommendations to the entire council on February 26, 2014. Subcommittees encouraged to consider the Strategic Planning and Communication Process when developing their recommended revisions.

Accreditation

Stephen Eaton stated there have been no substantial changes to the document since last week. Minor editing revisions continue to take place.

Staffing Plan

Stephen Eaton stated there have been no substantial changes to the document. Various sections have been further defined.

Professional Development Plan

Stephen Eaton stated there have been no substantial changes to the document. Various sections have been further defined.

Council agreed to approve documents electronically. Stephen Eaton will email documents by Thursday evening. Votes will be tallied on Monday morning.

Other

None

Adjourn

Meeting adjourned at 4:15 p.m.



President's Shared Governance Council (PSGC)

Agenda - Special Meeting

Wednesday, February 12, 2014

3:30 p.m. / LRC Conf Room

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- I. Board Policy / Administrative Procedure Revision (Chapters 2, 6, & 7)
 - a. Chap 2 – AP 2610
 - b. Chap 6 – AP 6100, 6150, 6200, 6250, 6300, 6310, 6320, 6322, 6340, 6350, 6370
 - c. Chap 7 – BP 7100, 7110, 7120, 7130, 7140, 7210, 7310, 7330, 7340, 7345, 7360, 7370, 7380, 7385, 7400, 7510
 - II. Next Regular Meeting, February 26, 2014, 3:30 p.m. in the LRC Conf Room
 - III. Other

Purpose Statement

The PSGC is a representative body designed to assist in governance of the District. Its authority is limited by the scope of collective bargaining and by the responsibilities of the President.

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President's Shared Governance Council (PSGC)

Meeting Minutes – Special Meeting

Wednesday, February 12, 2014

3:30 p.m. / LRC

Present: Nancy Olson, Barbara Rose, Terri Walker, Lewis Goldstein, Sally VanDenBerg, Shawna Robbins, Kim Young, Kenyetta Grayer, Madelynn Mitchell, Jim Daniels, Stephen Eaton, George Walters, Michelle Henderson, Recorder

Absent: Claire Benson, Jerry Peters, Melissa Pepin, Debbie DiThomas, Maureen Stokes

Call to Order

The meeting was called to order at 3:30 p.m. by George Walters.

Board Policy / Administrative Procedure Revision (Chapters 2, 6, & 7)

George Walters led the discussion and reviewed each policy/procedure with the committee. Terri Walker moved with a second by Lewis Goldstein to approve the revisions as submitted to the following: Chapter 2 – AP 2610; Chapter 6 – BP 6100, 6150, 6250, 6300, 6310, 6320, 6322, 6370; Chapter 7 – BP 7100, 7110, 7120, 7130, 7140, 7210, 7310, 7330, 7340, 7345, 7360, 7370, 7380, 7400, and 7510. All in favor. The motion carried.

The following Board Policies were pulled and sent back to the initiator for additional revisions: BP 6200, 6340, 6350, and 7385.

Next Regular Meeting

The next regular Shared Governance Meeting is scheduled for Wednesday, February 26, 2014, 3:30 p.m. in the LRC Conference Room.

Other

N/A

Adjourn

Meeting adjourned at 4:45 p.m.



President's Shared Governance Council (PSGC)

Agenda - Regular Meeting

Wednesday, February 26, 2014

3:30 p.m. / LRC Conference Room

- I. Review Regular Meeting Minutes from January 29, 2014
- II. Review Special Meeting Minutes from February 12, 2014
- III. Mission Statement
- IV. Board Policy / Administrative Procedure Revision (Chapter 5)
 - a. Board Policy (BP) 5010, 5030, 5130
- V. All-College Agenda
- VI. Participatory Governance Handbook Review
 - a. Group 1 – Jerry, Terri, Nancy & Stephen – Review p. 1-9 & 74-92
 - b. Group 2 – Jim, Barbara & Claire – Review p. 10-26
 - c. Group 3 – Dr. DiThomas, Michelle, Kim & Sally – Review p. 27-40
 - d. Group 4 – Lewis, Maureen, & Shawna – Review p. 41-73
- VII. Other

Purpose Statement

The PSGC is a representative body designed to assist in governance of the District. Its authority is limited by the scope of collective bargaining and by the responsibilities of the President.

Description

The PSGC is the voting body charged with promoting coordination among committees (their charge, composition, and responsibilities); for ensuring that policies and procedures are considered and reviewed. The PSGC through collaborative dialogue guides the goals, objectives and action plans of committees and departments through the Strategic Planning Process.

The Participatory Governance Handbook is available at the following locations:

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President's Shared Governance Council (PSGC)

Meeting Minutes – Regular Meeting

Wednesday, February 26, 2014

3:30 p.m. / LRC

Present: Nancy Olson, Barbara Rose, Claire Benson, Lewis Goldstein, Sally VanDenBerg, Jerry Peters, Shawna Robbins, Kim Young, Melissa Pepin, Jim Daniels, Debbie DiThomas, Stephen Eaton, Maureen Stokes, George Walters, Carl Yuan (Guest), and Michelle Henderson (Recorder)

Absent: Kenyetta Grayer and Madelynn Mitchell

Call to Order

The meeting was called to order at 3:31 p.m. by Dr. DiThomas.

Regular Meeting Minutes from January 29, 2014

Barbara Rose moved with a second by Nancy Olson to approve the January 29, 2014, meeting minutes correcting the date for the January 22 special meeting minutes from 2013 to 2014. All in favor. The motion carried.

Special Meeting Minutes from February 12, 2014

Barbara Rose moved with a second by Lewis Goldstein to approve the February 12, 2014, meeting minutes as submitted. All in favor. The motion carried.

Mission Statement

The Board, at its annual retreat in the fall, reviewed the current mission statement and recommended consideration of condensing/shortening it in length. The Institutional Effectiveness Committee (IEC) began the process of drafting a revision at the request of the Board and the President. Carl Yuan presented the draft mission statement for Governance Council review and input. The Governance Council recommended adding the words "development" and "career" and removing the word "thus" from the last sentence. The Governance Council applauded the IEC for their work and recommended the draft statement be forwarded to the All-College for a 1st reading.

Board Policy / Administrative Procedure Revision (Chapter 5)

The Governance Council reviewed Board Policies 5010, 5030, and 5130. It was recommended to remove the word "loans" from BP 5130. BP 5010 and 5030 were ok as submitted. All agreed to forward the policies to the Board for a 1st reading.

All-College Agenda

Dr. DiThomas proposed taking about 20 minutes at the all-college meeting to celebrate the completion of the follow-up report and to recognize the key players. All agreed. Other agenda items will include mission statement, policies, and general philosophy of program review.

Participatory Governance Handbook Review

No time left at today's meeting to review the Governance Handbook revisions. Will schedule for a future meeting.

Other

None

Adjourn

Meeting adjourned at 4:25 p.m.



President's Shared Governance Council (PSGC)

Agenda - Regular Meeting

Wednesday, March 26, 2014

3:30 p.m. / LRC Conference Room

- I. Review Regular Meeting Minutes from February 26, 2014
- II. Administrative Procedure Review – Chapter 5 & 6:
AP 5013, 5045, 5110, 5120, 5140, 5510 (new), 5570 (new), 5700, 5800 (new), 6350, 6400, 6520, 6530, 6550, 6800, 6850
- III. Participatory Governance Handbook Review
 - a. Group 1 – Jerry, Terri, Nancy & Stephen – Review p. 1-9 & 74-92
 - b. Group 2 – Jim, Barbara & Claire – Review p. 10-26
 - c. Group 3 – Dr. DiThomas, Michelle, Kim & Sally – Review p. 27-40
 - d. Group 4 – Lewis, Maureen, & Shawna – Review p. 41-73
- IV. Draft - 50% Law Deficiency Memo
- V. Night Duty Change
- VI. Evaluation of Planning Process
- VII. Town Hall Meeting, 4/03/14, 6pm, City Hall re: Aluminum Plant
- VIII. All-College Agenda
- IX. Other

Purpose Statement

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President's Shared Governance Council (PSGC)

Meeting Minutes – Regular Meeting
Wednesday, March 26, 2014
3:30 p.m. / LRC

Present: Nancy Olson, Barbara Rose, Claire Benson, Lewis Goldstein, Sally VanDenBerg, Shawna Robbins, Kim Young, Jim Daniels, Debbie DiThomas, Stephen Eaton, George Walters, and Michelle Henderson (Recorder)

Absent: Terri Walker, Jerry Peters, Kenyetta Grayer, Melissa Pepin, Madelynn Mitchell, and Maureen Stokes.

Call to Order

The meeting was called to order at 3:30 p.m. by Dr. DiThomas.

Regular Meeting Minutes from February 26, 2014

Nancy Olson moved with a second by Sally VanDenBerg to approve the February 26, 2014, meeting minutes. All in favor. The motion carried.

Administrative Procedure Review – Chapter 5 & 6

All submitted procedures were reviewed. It was noted that all instances of “Barstow College” should be changed to “Barstow Community College.” The following AP’s are pulled from today’s agenda for further review: AP 5510, 6520, 6550, 6800, and 6850. The remainder of the procedures will be revised as submitted with the correction noted above and forwarded to the Board as an information item.

Participatory Governance Handbook Review

The Council reviewed the recommended revisions from Group 4 (pages 41-73) and discussed making the following additional changes:

- ASB – change to ASG
- Asset Management - remove the word “gently”
- GANN – remove the phrase that begins with “Replace.....”
- VTEA – change to CTEIA (Career & Technical Education Improvement Act)
- Add – IPEDS and FERPA

Barbara Rose moved with a second by Lewis Goldstein to accept the changes (as submitted and discussed) so far and keep open to add new items or make additional changes at a future date. All in favor. The motion carried.

Draft – 50% Law Deficiency Memo

George Walters reviewed and discussed the 50% Law Deficiency Plan memo with the Council. He outlined the plan for retiring the 2012-2013 50% law deficiency of \$101,055 during the 2014-2015 fiscal year and stated the Budget and Finance Committee was involved in the development of the plan. The memo will be forwarded next to the All College meeting for further input and then to the Board for approval. All were in agreement with moving the letter forward to All College and then the Board for approval.

Night Duty Change

Dr. DiThomas stated night duty hours will change beginning in the fall 2014 semester. Night duty administrators will be on duty from 5-7pm. At 7:00 p.m. the Academic Affairs office will be locked. Faculty will be able to access the mail/copy room with an access key code.

Evaluation of Planning Process

The college will be conducting an evaluation of the planning process. BCC recently made changes to the planning cycle and will now be evaluating the process for effectiveness and efficiency. Results will be assessed and adjustments will be made as necessary. The IEC will be developing a timeline for the evaluation and will be distributing a survey.

Town Hall Meeting, 4/03/14, 6pm, City Hall re: Aluminum Plant

A Town Hall meeting has been scheduled for 6:00 p.m. on April 03, 2014, at City Hall regarding the newly proposed aluminum plant.

All-College Agenda

The Council agreed to send the following items to the All College: Draft 50% Law Deficiency Memo, Night Duty Change, Re-Cap of Accreditation Exit Interview, Town Hall Meeting Announcement.

Other

Reminder: Breakfast at Crossroads Assembly tomorrow, Thursday, March 27, 2014, from 7-9am.

Adjourn

Meeting adjourned at 4:41 p.m.



President's Shared Governance Council (PSGC)

Agenda - Regular Meeting

Wednesday, April 30, 2014

3:30 p.m. / LRC Conference Room

- I. Review Regular Meeting Minutes from March 26, 2014
- II. Administrative Procedure Review – Chapter 5 & 6
Chapter 5: AP 5013, 5045, 5110, 5120, 5140, 5510, 5570, 5700, 5800
Chapter 6: AP 6520, 6550, 6800, 6850
- III. Participatory Governance Handbook Review
 - a. Group 1 – Jerry, Terri, Nancy & Stephen – Review p. 1-9 & 74-92
 - b. Group 2 – Jim, Barbara & Claire – Review p. 10-26
 - c. Group 3 – Dr. DiThomas, Michelle, Kim & Sally – Review p. 27-40
 - d. ~~Group 4 – Lewis, Maureen, & Shawna – Review p. 41-73 – Done 3/26/14~~
- IV. BCC Distance Education Regular Effective Contact Policy – *Info Item*
- V. All-College Agenda
- VI. Set Special Meeting Date re: PGH Review
- VII. Other

Purpose Statement

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President's Shared Governance Council (PSGC)

Meeting Minutes – Special Meeting
Wednesday, April 30, 2014
3:30 p.m. / LRC

Present: Dr. Debbie DiThomas, Carl Yuan, Barbara Rose, Nancy Olson, Lewis Goldstein, George Walters, Shawna Robbins, Sally VanDenBerg, Clint Dougherty, Kim Young, Claire Benson, Stephen Eaton, James Daniels, Jerry Peters, Rick Hernandez, Maureen Stokes (recorder)

Absent: Kenyetta Grayer, Melissa Pepin, Madelynn Mitchell, Terri Walker

Call to Order

The meeting was called to order at 3:35 p.m. by Dr. DiThomas.

Review Regular Meeting Minutes from March 26, 2014

The Council reviewed the minutes from the March 26, 2014, meeting. A motion was made by Nancy Olson and seconded by Shawna Robbins to approve the minutes. The motion passed unanimously.

Administrative Procedure Review – Chapter 5 & 6

The Council reviewed AP 5013 with no changes. AP 5045, pg. 6, states "President or his/her designee" needs to be removed to be consistent with CCLC. AP 5110 was pulled from agenda pending further review and corrections. A general comment was made to perform a 'search & replace' on all AP to find "Barstow College" and replace with "Barstow Community College." AP 6520 recommendation was to add "Superintendent/President" to this section. Also below 'Key/Key code Distribution' remove "Superintendent/President." AP 6550, approved with no changes. AP 6800 was pulled from agenda pending further review and corrections. AP 6850 approved with no changes. AP 5420, George Walters explained why unauthorized purchases was removed from the policy with further explanation from James Daniels. Suggestion was to change "ASB" to "ASG," change "Executive Director of Student Success" to "Vice President Student Services."

Participatory Governance Handbook Review

This item was tabled to allow time to review Administrative Procedures.

BCC Distance Education Regular Effective Contact Policy – Info Item

The Distance Education Regular Effective Contact Policy was reviewed and approved by the Academic Senate on April 3, 2014.

All-College Agenda

All College meeting agenda was discussed. Carl Yuan presented the Student Success Scorecard to the Council that included persistence rates and several other metrics. Some areas are quite low. Need to focus on these areas. He also discussed the Strategic Plan and outcomes from the evaluations. Maureen Stokes presented the Athletic Logo to the Council which will be on the agenda. After a brief discussion, Nancy Olson made the motion and it was seconded by Jerry Peters to accept the Athletic Logo as presented. Clint Dougherty discussed the Student Services reorganization. There was a brief discussion that included a net saving with the reorganization of \$35,000 to the District. Clint stated he will send the job description to the PSGC following the meeting. Dr. DiThomas stated the new position of Athletic Director/Student Life would be filled by July 1, pending board approval.

Set Special Meeting Date Re: PGH Review

Dr. DiThomas asked for suggested dates for another meeting. After a brief discussion, it was agreed to schedule another Council meeting May 7 at 3:00 p.m. for two hours to review the remaining procedures and governance handbook. An email will be sent to PSGC members.

Other

N/A

Adjourn

Meeting adjourned at 4:47 p.m.



President's Shared Governance Council (PSGC)

Agenda - Special Meeting

Wednesday, May 07, 2014

3:00 p.m. / LRC Conference Room

- I. Participatory Governance Handbook Review
 - a. Group 1 – Jerry, Terri, Nancy & Stephen – Review p. 1-9 & 74-92
 - b. Group 2 – Jim, Barbara & Claire – Review p. 10-26
 - c. Group 3 – Dr. DiThomas, Michelle, Kim & Sally – Review p. 27-40
 - d. Group 4 – Lewis, Maureen, & Shawna – Review p. 41-73
- II. Summer Meeting Dates (5/28, 6/25, 7/30)
- III. 2014-2015 Meeting Calendar
- IV. Other

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President's Shared Governance Council (PSGC)

Meeting Minutes – Special Meeting

Wednesday, May 07, 2014

3:00 p.m. / LRC

Present: Nancy Olson, Barbara Rose, Terri Walker, Claire Benson, Lewis Goldstein, Sally VanDenBerg, Jerry Peters, Shawna Robbins, Kim Young, Jim Daniels, Debbie DiThomas, Clint Dougherty, Stephen Eaton, Maureen Stokes, George Walters, Michelle Henderson (Recorder)

Absent: Kenyetta Grayer, Melissa Pepin, Madelynn Mitchell

Call to Order

The meeting was called to order at 3:00 p.m. by Dr. DiThomas.

Participatory Governance Handbook Review

The Council reviewed the recommended changes to pages 27-40 of the Governance Handbook. The Council recommended the following additional changes:

1. **PSGC Description** - Add the word "communication" to "Strategic Planning Process" to the last sentence of the PSGC description.
2. **Budget & Finance Committee** - Change name of Budget & Finance Committee to "Business & Finance. Facilities will fall under the responsibility of this committee. Change "long-term capital outlay program" to "Facility Master Plan." Change "makes recommendations to the Institutional Effectiveness Committee" to "makes recommendations to the PSGC and/or Cabinet."
3. **Calendar Committee** - Remove Calendar Committee from Strategic Planning committee list to Standing Committee list.
4. **Curriculum Committee**
Ok as submitted.
5. **Equity Committee** - Change name of "Equity and Student Success and Support Programs Committee" to "Student Success and Equity Committee." Add reference to the committee being responsible for the Student Success Plan and the Student Equity Plan. It was noted that the Enrollment Management committee should (in the future) be added as a subcommittee to the Student Success and Equity Committee and that it should possibly be chaired by the VP of Academic Affairs.
6. **Facilities and Safety Committee**
Remove "Facilities" from the title. Revise Purpose Statement to read: "The Safety Committee provides recommendations to provide a high level of safety for the District through the shared governance process." Revise the Description to read: "The committee identifies potential safety and health hazards and provides recommendations to the appropriate administrator in addressing those hazards. This committee is also tasked with reviewing and revising, as necessary, the Injury and Illness Prevention Plan, the Emergency Action Plan, and coordinating training/exercises in evaluating the plan." Change "Reports to:" from Vice President of Administrative Services to Superintendent/President. Add the Associate VP of HR as a co-chair.
7. **Graduation Committee**
Change name to Commencement Committee, change all references of graduation to commencement, and remove committee from the Participatory Governance Committee list to the Standing Committee list.
8. **Institutional Effectiveness Committee**
Ok as submitted.

9. **Insurance Committee**

Change name to Health and Welfare Benefits Committee. Change the Chairperson from Vice President of Administrative Services to Associate VP of Human Resources.

10. **Marketing Committee**

There was discussion regarding the purpose of this committee and their role in the overall strategic planning process. It was stated that their role is to market initiatives of other committees and the college as a whole. The flow of information is more often to the marketing committee vs. out of the marketing committee. The PSGC agreed to dissolve the Marketing committee and transfer their duties to the enrollment management committee.

11. **Scholastic Standards Committee**

The PSGC agreed to dissolve this committee.

12. **Staff Diversity Committee**

Change name of committee to EEO and Diversity. Change chairperson to Associate VP of Human Resources. Change ASB to ASG. Remove "and ethnic" from member list.

13. **Staff Development and Excellence Recognition**

Change name to Professional Development & Staff Recognition. Change chairperson to Associate VP of Human Resources.

14. **Technology Committee**

Add the word "training" to the 2nd sentence of the description.

Dr. DiThomas and Michelle will work to incorporate all changes and send a draft to the committee. All agreed.

Summer Meetings

Regular monthly meetings over the summer break will be cancelled. PSGC will meet only if there is an emergency. If a special meeting is called the President's Office will check with both BCFA and Academic Senate for a faculty rep to attend the meeting. The regular PSGC meetings will resume again in August.

2014-2015 Meeting Calendar

Regular meeting schedule will resume the last Wednesday in August. Increase length of meeting from one hour to 1 ½ hours (3:30-5:00 p.m.). All agreed.

Other

All College Meetings – There was general discussion regarding holding All-College meetings over the summer, whether or not it served a purpose, and how to make the meetings more effective.

Adjourn

Meeting adjourned at 4:55 p.m.



PRESIDENT'S SHARED GOVERNANCE COUNCIL (PSGC)
ATTENDANCE
2013-2014

Members	7/11	8/14	9/04	10/09	11/13	12/11	1/22	1/29	2/12	2/26	3/26	4/30	5/07
Meadows, M.	P	P	P	P	P	P	---	---	---	---	---	---	---
Olson, N.	P	A	P	P	P	P	P	P	P	P	P	P	P
Rose, B.	---	---	---	---	---	---	P	P	P	P	P	P	P
Walker, T.	---	---	---	P	P	P	P	P	P	P	A	A	P
<i>Classified Alt Rep</i>	---	P	---	---	---	---	---	---	---	---	A	A	---
Benson, C.	---	---	---	P	P	P	P	P	A	P	P	P	P
Goldstein, L.	A	P	P	P	P	A	P	P	P	P	P	P	P
VanDenBerg, S.	A	P	P	P	P	A	P	P	P	P	P	P	P
<i>Faculty Alt Rep</i>	A	---	---	---	---	A	---	---	---	---	---	---	---
Peters, J.	---	---	---	P	P	P	P	P	A	P	A	P	P
Robbins, S.	---	---	---	P	P	A	P	P	P	P	P	P	P
Young, K.	---	---	---	P	P	P	P	P	P	P	P	P	P
<i>Mgmt Alt Rep</i>	---	---	---	---	---	---	---	---	---	---	A	---	---
Grayer, K.	A	P	A	P	P	A	P	A	P	A	A	A	A
Mitchell, M.	---	---	---	---	---	---	---	---	P	A	A	A	A
Orihuela, J.	---	---	---	A	A	A	A	A	---	---	---	---	---
Pepin, M.	A	P	A	P	P	A	A	A	A	P	A	A	A
<i>Student Alt Rep</i>	---	---	---	P	A	A	A	A	A	---	A	A	A
Best, T.	P	P	P	P	P	A	---	---	---	---	---	---	---
Daniels, J.	A	P	P	P	P	P	A	P	P	P	P	P	---
DiThomas, D.	P	P	P	P	A	P	P	P	A	P	P	P	P
Dougherty, C.	---	---	---	---	---	---	---	---	---	---	---	P	P
Eaton, S.	P	P	P	P	P	A	P	P	P	P	P	P	P
Stanford, V.	A	P	A	A	A	A	---	---	---	---	---	---	---
Stokes, M.	P	P	P	P	P	P	P	P	A	P	A	P	P
Walters, G.	---	---	---	---	---	---	P	P	P	P	P	P	P

P = Present / A = Absent / --- = Not Applicable