I. OPEN SESSION  6:00 p.m.
1. Call to Order
   The meeting was called to order by Laura Perry at 6:00 p.m.

2. Roll Call
   Subcommittee Trustees Present: Laura Perry, Tony Ruiz
   Subcommittee Trustees Absent: Kent Child

   Trustees in the Audience: Tom Breen, Walt Glines

   Dr. Steven M. Kinsella, Superintendent/President
   Joe Keeler, Vice President, Administrative Services
   Angie Oropeza, Recording Secretary

   Others in Attendance: Dr. Debbie, Klein, Diana Seelie, Dr. Karla Leach, James Roth,
   Shannon Honaker, Bob Reese, Lou Flaim

3. Approve Minutes, July 12, 2011
   MSC (T.Ruiz/T.Breen) 4 ayes, 0 nays to approve.

4. Comments from the Public – this is a time for the public to address the Committee
   None

II. DISCUSSION ITEM
1. Policies and Procedures
   Dr. Steve Kinsella welcomed guests from Western Wyoming Community College, and asked
   everyone to introduce themselves. The California Community College League (CCLC)
   Board Policy and Administrative Procedure Update #19 and the Gavilan College Board
   Policy and Administrative Manual chapter indexes were distributed. The following
   information was given in response to various questions:
   • Policies and procedures are separated.
   • Updates are sent to the President from the CCLC. The updates are distributed to the
     Vice Presidents according to their area(s) of responsibility. Each vice president reviews
     them with existing policy, sends them through the shared governance process, they get
     presented to the Board Policy Subcommittee, then for a first reading as an Information
     Item at the full BoardV meeting. Procedures then get included in the manual and Policies
     are sent for a second reading as an Action Item at the full Board meeting, then get
     included in the manual.
   • The Board can send policies and procedures back for further discussion by the college
     community, if needed.
   • Proposed policies and procedures have come directly from the Board, faculty, students,
     etc., such as the Community Spirit Awards, the Park-Like Setting, the Student Success
     Policy, the Learning Council Organization, and the Tobacco and Smoke-Free
     Environment and Cessation/Prevention.
At times the college has not met policy deadlines such as the President’s evaluation though the process does get completed.

There are some issues that are not addressed by policies such as health and energy costs. It might be beneficial to do surveys to see what policies are needed.

The Board agenda relates some items to policies such as the Board self-evaluation; some items such as contracts may have an education code reference.

Policies and procedures are put through a filter of student success.

Trustees review issues or concerns with the President or Vice Presidents to avoid derailing forward movement.

The motivation to update policies and procedures is changes in law, education code, regulations, etc. The major driving force are the accreditation standards.

If an issue arises, trustees consult with the President to see if policies and procedures were followed or might need to be revised.

Orientations for faculty are done through the Vice President of Instructional Services, monthly workshops are scheduled by campus leaders on various topics, and the faculty handbook is kept updated.

Faculty participation in committees is about 20%, though part-time faculty have been brought into the union and they are getting more involved. The leadership continuously tries to get more faculty participation. The 80% that don’t participate are generally happy with the organization. Senators request their input and feedback by direct contact or email.

The most immediate representative committees needed are those that may have the most issues such as human resources or financial operations, but not to the exclusion of other areas.

The process should not be rushed; schedule at least two years. At one time we didn’t have a strategic plan, vision, or mission statement. They are the result of workshops, training, and a lot of discussion.

Empower faculty through the senate to make recommendations and resolutions to the Board.

The Board now depends for information and input from all groups.

III. CLOSING ITEMS
1. Adjournment
   The meeting was adjourned at 7:33 p.m.