

PRESIDENT'S LEADERSHIP COUNCIL

May 1, 2009

V111

MINUTES

Members Present: Don Berz, Joan Carr, Ann-Marie Gabel, Mary McEldowney, Ross Miyashiro, Eloy Oakley, Sigrid Sexton, DeWayne Shaeffer
Christopher Villa

Members Absent: Ginny Baxter, Alta Costa, LaTonya Neal, Vincent Riojas

Guests: Chi-Chung Keung, Mike Collins, Hurticine Chukwudire

Note Taker: M'Shelle Reece

Call to Order

The meeting was called to order at 2:00 p.m.

1. Approval of Minutes

The minutes of the meeting of March 24, 2009 were approved as presented.

2. Swine Influenza Update

President Oakley asked Chi-Chung Keung, Director of Community Relations and Marketing, and Michael Collins, Director of Risk Services, to join the meeting to provide an update on the status of the H1N1 (Swine Flu) Virus. They reported that the college has formed an H1N1 Virus Taskforce consisting of Community Relations and Marketing, Risk Services, Health Services, and ACIT in order to monitor and manage this potential health crisis. The following are the taskforce's priorities and actions taken at this time:

- Prevent and control the spread of rumors and hysteria regarding the H1N1 Virus
- Provide easily accessible, up-to-date information regarding the Virus via our home page and campus wide bulletins
- Send out bulletins regarding preventative safe practices to avoid contamination and the spread of the Virus
- Information tables, staffed with nurses, have been setup on both campus to provide information to students, to answer their questions and to provide a health check if needed
- Working to establish a Crisis Communication Plan to include notification to all students and employees via text or phone message

President Oakley emphasized the importance of having a plan in place should we be directed by the Health Department to close either of our campuses, as CSULB and some elementary

schools have been required to close. The Council discussed impacts of a school closure on students at this critical time in the semester and what legal mandates we must follow in an emergency situation of this nature.

3. Accreditation Update

President Oakley reported that the college is on track with responding to recommendations set forth in our Accreditation Evaluation Report. Everyone is engaged and doing good work at this time. The Process Oversight Group is diligently moving ahead, as well as our Program Review/Program Plan Taskforce which has presented their recommendations to the CPC and are moving forward with their plans. Work will continue through the summer and fall in order to have our Follow-Up Report ready by the end of September.

4. Review New Policy and Administrative Regulation 3008 (Institutional Code of Ethics)

President Oakley presented new Policy and Administrative Regulation 3008 (Institutional Code of Ethics) for review. This policy was created by Human Resources in combination with guidelines from the Community College League of California in order to address ACCJC Accreditation Recommendation #5. Council members are to share this policy and regulation with their constituent group members and submit any questions or comments to Rose DelGaudio. Thereafter, the policy and regulation will be forwarded to the Board of Trustees for review and approval.

5. Review New and Revised Policies/Administrative Regulations – Administrative Services

Vice President Gable and Director Collins presented the following new and revised policies/regulations for review. The referenced policies/regulations have been developed or revised in coordination with the district's procedure of the periodic review of all district policies and regulations to ensure compliance with current education and legal codes. Council members were asked to share these with their constituent groups and forward any comments or concerns to Vice President Gabel, who will then forward final policies and regulations to the Board of Trustees for review and approval.

Revised Policy 2013 (Audits)

Revised Policy 3018 (Mileage Reimbursement)

Revised Policy 3024 (Travel and Professional Conference Attendance)

Revised Policy 6003 (Purchasing and Materials)

Revised Policy 6004 (Revolving Cash Fund)

Revised Policy 6005 (Risk Management and Insurance)

Revised Policy 6007 (Physical Inventory and Depreciation of Capital Assets)

New Policy 6011 (Investments)

New Policy 6014 (Cellular Telephone Use)

New Policy 6015 (Naming Facilities and Properties)

Revised Policy 7001 (Facilities Use)

Academic Senate President Sexton shared concern regarding Policy 2013 regarding audits. It was agreed that the language in the second paragraph be revised to clarify that the Vice President of Administrative Services will recommend a certified public accountancy firm to the Board of Trustees after the selection process outlined in Regulation 2013.6 has commenced.

All policies and regulations discussed above will be sent to council members electronically so members may easily forward to their constituent groups for review.

6. Update on Fiscal Crisis

President Oakley and Vice President Gabel conveyed that unfortunately the budget news from Sacramento is grim and changing continuously making our budget projections difficult. The budget currently has an \$8 million deficit, and this deficit will increase if the measures on the May 19th ballot fail. Unfortunately, the May revise is projected to give us further cuts, thus emphasizing the need for the district to continue to find budget reductions now to prepare for possible future cuts. The Budget Advisory Committee, as well as the Budget Reductions Taskforce, continue to explore ways in which the district can cut costs to reduce our deficit. Other districts in worse condition are currently considering furloughs and layoffs.

8. Adjournment: The meeting adjourned at 3:50 p.m.