



SUGGESTED ORDER OF BUSINESS

**SPECIAL MEETING OF THE GOVERNING BOARD
SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
POLICY COMMITTEE**

JEAN ROESCH, ED.D., GOVERNING BOARD PRESIDENT
 YOLANDA SALCIDO, GOVERNING BOARD VICE PRESIDENT
 NICK AGUILAR, GOVERNING BOARD MEMBER
 JORGE DOMINGUEZ, PH.D., GOVERNING BOARD MEMBER
 TERRI VALLADOLID, GOVERNING BOARD MEMBER
 CHRIS DEBAUCHE, STUDENT BOARD MEMBER
 RAJ K. CHOPRA, PH.D., SECRETARY TO GOVERNING BOARD
 AND SUPERINTENDENT/PRESIDENT

Written notice is hereby given in accordance with Government Code Section 54956 that a special meeting of the Governing Board of the Southwestern Community College District will be held as noted below:

DATE: Wednesday, June 17, 2009
 TIME: 9:00 a.m.
 LOCATION: Southwestern College
 Building 100, Conference Room A
 900 Otay Lakes Road
 Chula Vista, CA 91910

Compliance with Americans With Disabilities Act

Southwestern Community College District, in compliance with the American Disabilities Act (ADA), requests individuals who may need special accommodation to access, attend, and/or participate in Board meetings to contact Mary Ganio at (619) 482-6301 in advance of the meeting for information on such accommodation.

	ITEM
Call to Order	<p>1. CALL TO ORDER (Salcido) Building 100, Conference Room A</p> <p>Attendance at this special meeting (Board members arriving after meeting commences will be noted as "present" at point in this suggested order of business at which they arrive).</p> <p>Present:</p>
Oral Communication	<p>2. ORAL COMMUNICATION</p> <p>Persons wishing to address the Governing Board under this item should fill out a yellow request card (available at the reception table) and indicate on the card if they wish to be called under Oral Communication, or when a specific agenda item is considered.</p> <p>An oral presentation to the Board does <i>not</i> constitute an open discussion on the presentation topic, unless that topic is on the posted agenda. Pursuant to the Brown Act (Government Code Section 54954.2(a)): "No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may <i>briefly</i> respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3."</p>
Action	<p>3. APPROVAL OF MINUTES (ENCLOSURE)</p> <p>Policy Meeting, May 20, 2009</p>

	ITEM
Adjournment	4. POLICY REVIEW (ENCLOSURE) The policy committee will meet to review existing policies and discuss items which have been referred to the committee for consideration. <ul style="list-style-type: none">▪ Review of Policy No. 2720 “Communications Among Board Members”
	5. ADJOURNMENT (Salcido)

Raj K. Chopra, Ph.D.
Superintendent/President



MINUTES

**SPECIAL MEETING OF THE GOVERNING BOARD
SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
POLICY COMMITTEE**

JEAN ROESCH, ED.D., GOVERNING BOARD PRESIDENT
 YOLANDA SALCIDO, GOVERNING BOARD VICE PRESIDENT
 NICK AGUILAR, GOVERNING BOARD MEMBER
 JORGE DOMINGUEZ, PH.D., GOVERNING BOARD MEMBER
 TERRI VALLADOLID, GOVERNING BOARD MEMBER
 LETICIA DIAZ, STUDENT BOARD MEMBER
 RAJ K. CHOPRA, PH.D., SECRETARY TO GOVERNING BOARD
 AND SUPERINTENDENT/PRESIDENT

Written notice is hereby given in accordance with Government Code Section 54956 that a special meeting of the Governing Board of the Southwestern Community College District will be held as noted below:

DATE: Wednesday, May 20, 2009
 TIME: 9:00 a.m.
 LOCATION: Southwestern College
 Building 100, Conference Room A
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 Chula Vista, CA 91910

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	ITEM
Call to Order	<p>1. CALL TO ORDER 9:05 a.m. (Salcido) Building 100, Conference Room A</p> <p>Attendance at this special meeting (Board members arriving after meeting commences will be noted as "present" at point in this suggested order of business at which they arrive).</p> <p>Present: Nick Aguilar, Yolanda Salcido</p> <p><i>Also in attendance were staff members Michael Kerns and Patti Blevins.</i></p>
Oral Communication	<p>2. ORAL COMMUNICATION</p> <p>Persons wishing to address the Governing Board under this item should fill out a yellow request card (available at the reception table) and indicate on the card if they wish to be called under Oral Communication, or when a specific agenda item is considered.</p> <p>An oral presentation to the Board does <i>not</i> constitute an open discussion on the presentation topic, unless that topic is on the posted agenda. Pursuant to the Brown Act (Government Code Section 54954.2(a)): "No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may <i>briefly</i> respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3."</p> <p><i>No speakers appeared.</i></p>
Action	<p>3. APPROVAL OF MINUTES (ENCLOSURE)</p> <p>Policy Meeting, April 20, 2009</p>

	ITEM
	<p><i>The minutes were amended to include the following. A question was raised regarding status of policies relating to Purchase Order Process, Agreements and RFPs, and Ratification of Agreements & Warrants. It was referred to staff to bring back to the next meeting regarding development of the policies.</i></p> <p><i>VP Kerns indicated that the policies were being developed.</i></p> <p>4. POLICY REVIEW</p> <p>The policy committee will meet to review existing policies and discuss items which have been referred to the committee for consideration.</p> <ul style="list-style-type: none">▪ Confirmation of Role of Governing Board Policy Committee <i>There was discussion regarding the need to clarify the role of the committee including the role of staff, which was referred to the Superintendent/President. There was a difference in recollection of the Board's direction from the May 13 Regular Board meeting regarding this matter. It was decided that the recording of the meeting would be reviewed, and the matter would be deferred to the recording and brought to the next Board meeting. Aguilar will request to the Superintendent/President to include as part of the policy agenda packet materials or direction from the Board in advance.</i>▪ Policy 2220 – Committees of the Board <i>The committee reviewed the current policy and proposed changes to the policy. The Board will need to decide whether to have standing committees which require open meetings and compliance with the Brown Act, or an informal task force which does not require compliance with the Brown Act. It was noted that changes proposed by Trustee Aguilar were going in the direction to make all committees informal.</i>▪ Policy 2720 – Communications Among Board Members <i>The committee reviewed the proposed revisions to the policy regarding serial meetings. The second revision was reviewed. It was determined that a legal opinion would be sought regarding definition of "item of business" and subject matters under jurisdiction.</i> <p>5. ADJOURNMENT 10:10 a.m. (Salcido)</p> <hr/> <p>Raj K. Chopra, Ph.D. Governing Board Secretary</p> <hr/> <p>Yolanda Salcido Governing Board Vice President</p>

Adjournment

COMMUNICATIONS AMONG BOARD MEMBERS

Reference: Government Code Section 54952.2

A majority of the members of the Governing Board are prohibited from using, outside of a properly agendized meeting, a series of communications of any kind, shall not communicate among themselves by the use of any form of communication (e.g., direct communications, telephone, personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding to discuss, deliberate, or take action on any item of business any item that is within the subject matter jurisdiction of the Governing Board.

~~A serial meeting is a series of communications, each of which involves less than a quorum of the Governing Board, but which taken as a whole involves a majority of the Governing Board's members. For example, if member A contacts member B to discuss an agenda item and then member B contacts member C to discuss the same item, a serial meeting has occurred. A serial meeting would also occur if member A communicated individually with members B and C regarding the agenda item.~~

An unlawful "serial meeting" occurs when communications take place outside a noticed meeting among individual board members or groups of board members less than a majority which come to involve a majority, whether directly or through intermediaries, to discuss, deliberate or take action on any item of business within the subject matter jurisdiction of the board.

Such "serial meetings" are prohibited by law whether or not a concurrence is reached based on the communications.

Third revision – proposed for first reading at July 2009 Governing Board Meeting