DATE: August 28, 2003

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: SPECIAL
Adopting Additional Recommendations from the District’s Public Meeting/Public Records Advisory Committee; Adopting Recommendations Resulting from a Joint Meeting of the Board of Trustees of the SFCCD and the Sunshine Ordinance Task Force of the City & County of San Francisco; Directing the Chancellor to Implement the Recommendations; Expressing Gratitude to Members of the District’s Public Meeting/Public Records Advisory Committee.
(Resolution No. 030828-S9)

BACKGROUND INFORMATION:
The Board of Trustees previously adopted the Report of the SFCCD’s Public Meeting/Public Records Advisory Committee dated May 8, 2002 by passing Resolution 020627-S7 on June 27, 2002. That Report contained ten specific recommendations and/or declarations. One of these recommendations was that the Advisory Committee reconvenes which it did on June 23, 2003, at which time it reviewed the District’s response to its prior Report. The Advisory Committee then made five additional recommendations which are being presented to the Board tonight for adoption.

In addition to the meeting of this Advisory Committee, the SFCCD Board of Trustees held a joint meeting with the Sunshine Ordinance Task Force of the City & County of San Francisco on August 5, 2003, during which additional recommendations were made for the SFCCD to consider. The Chancellor is recommending that a number of these recommendations be adopted by the Board.

RECOMMENDATION:
RESOLVED: That the Board of Trustees of the San Francisco Community College District hereby adopts the following recommendations from the SFCCD’s Public Meeting/Public Records Advisory Committee:
The District will:

1) Continue to update and revise the College’s website in order to foster greater access to information about the College’s programs, services, plans, policies, budgets, etc.

2) Identify one person for each of the 32 Major cost Centers/Organization Units of the College to serve as the Public records/Meetings and Information primary point of contact. Such individuals should be identified, oriented, and trained on a continued basis, and the list of some should be publicized widely within the college and on the College’s website. The Office of Public Information and the District’s Legal Counsel could oversee and coordinate.

3) Work towards an elimination of incomplete resolutions except under special circumstances (health/safety emergencies, budget savings, etc.). When such resolutions are posted on the College’s website, it should be noted that additional information would be forthcoming and a contact person should be identified.

4) For every resolution on the agenda, identify not only the sponsor(s) of the resolution but an “Information Contact” person who could be available to answer specific questions and provide additional information.

5) Continue to utilize the Flex Day Staff Development Program in such a way as to promote better understanding of the responsibilities of the District in this area (Sunshine, Brown Act, and Public Meetings/Public Records).

FURTHER BE IT RESOLVED: That the Board of Trustees of the SFCCD hereby adopts the following recommendations arising from the Joint meeting of the SFCCD and Sunshine Ordinance Task Force of the City & County of San Francisco:

1. That all Closed Sessions of the Board of Trustees be tape-recorded, retained, and made available for public access, guided by provisions of the City & Country of San Francisco’s Sunshine Ordinance, the Education Code, the Brown Act, Public Records Act, FERPA, and other appropriate statutes and regulations to insure appropriate restrictions based on confidentiality, privacy, contractual requirements, and/or other legal constraints.

2. That all contracts (including sole source), once approved, signed and accepted by all parties will be posted on the website and made accessible to the public.

3. That efforts be made to publicize and post on the website the District’s policies and procedures on procurement.

4. That guidelines be developed to insure that passive meeting bodies of the District, e.g., Academic Departments, Curriculum, Academic Policy, Planning and Budgeting Committee(s), conduct their meetings in a structurally consistent manner (e.g., Call for Agenda items; Agenda; Minutes, etc.) and made accessible to the public upon request.

5. That the District’s Administration establishes a formal and responsive process for the public to lodge complaints and to have same resolved, as appropriate.

FURTHER BE IT RESOLVED: That the Board directs the Chancellor to take those steps necessary to implement the recommendations contained within this Resolution.

FURTHER BE IT RESOLVED: That the Board of Trustees expresses its gratitude and appreciation to the members of the Public Meeting/Public Records Advisory Committee for its work.

Ronald Lee, Originator