# Copper Mountain Community College District
# Board of Trustees Meeting Minutes

REGULAR MEETING OF THE BOARD OF TRUSTEES

DATE: December 8, 2011
TIME: 3:00 p.m.
LOCATION: The Bell Center – North Entrance – Community Room
COPPER MOUNTAIN COLLEGE
6162 Rotary Way, Joshua Tree, CA 92252

**MISSION STATEMENT**
**Our mission is to provide access to educational opportunities for diverse desert communities through a comprehensive curriculum and a passion for the success of every individual student.**

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE
Board President Kinsman called the meeting to order at 3:00 p.m. and Trustee Rogers led the Pledge of Allegiance.

II. ROLL CALL: TRUSTEES GILLICK, KINSMAN, MEYER, RAMIREZ DEAN, ROGERS AND STUDENT TRUSTEE LATHAM.
All present.

III. CONFIRMATION OF AGENDA
Trustee Gillick moved approval, seconded by Trustee Meyer. Motion carried.

IV. APPROVAL OF MINUTES: Study Session and Regular Board Meeting – November 3, 2011.
Trustee Meyer amended the attendance as she was not at the November 3 meeting. Trustee Gillick moved approval as amended, seconded by Trustee Rogers. Trustee Meyer abstained and the motion carried.

V. PUBLIC COMMENTS: PERSONS WHO WISH TO SPEAK TO THE BOARD MAY DO SO AT THIS TIME WITH A TIME LIMIT OF THREE (3) MINUTES. THOSE WHO WISH TO SPEAK TO SPECIFIC AGENDA ITEMS SHOULD COMPLETE THE "REQUEST TO ADDRESS THE BOARD" FORM AND PRESENT IT TO THE SECRETARY. COMMENTS ON AGENDA ITEMS WILL ALSO BE LIMITED TO THREE (3) MINUTES UNLESS FURTHER TIME IS GRANTED BY THE BOARD. COMMENTS ON AGENDA ITEMS WILL BE LIMITED TO A TOTAL OF TWENTY (20) MINUTES PER ITEM.

VI. DISSOLVE THE 2011 SLATE OF OFFICERS

Board President Kinsman dissolved the 2011 slate of officers and requested Dr. Wagner proceed with the organization for 2012.

VII. ORGANIZATION FOR 2012

A. ELECTION OF OFFICERS

1) President

Trustee Kinsman moved Trustee Rogers for Board President, seconded by Trustee Gillick. Motion carried unanimously.

2) Vice-President

Trustee Meyer moved Trustee Ramirez-Dean for Board Vice-President, seconded by Trustee Kinsman. Motion carried unanimously.

3) Clerk

Trustee Rogers moved Trustee Meyer for Clerk of the Board, seconded by Trustee Gillick. Motion carried unanimously.

VIII. OATH OF OFFICE – SWEARING IN NEW OFFICERS

Dr. Wagner swore in the new officers.

IX. APPOINTMENTS OF POSITIONS

A. Secretary

Trustee Meyer asked Dr. Wagner if he would continue in this position. Dr. Wagner volunteered to continue service in this office.

B. Representative to County Committee on School District Organization

Trustee Ramirez-Dean volunteered to serve on this committee again this year.

C. Board of Trustees' Liaison to Foundation Board of Directors

Board President Rogers requested that Trustee Meyer continue to serve in this position with Trustee Gillick as alternate. Trustees Meyer and Gillick agreed.

Trustee Gillick thanked outgoing Board President Kinsman for her hard work while in office as Board President. Trustee Kinsman responded that it has been her privilege, thanked the board members and added that she will assist Board President Rogers during his tenure.

X. Action Item – BOARD OF TRUSTEES' SCHEDULE OF MEETINGS FOR CALENDAR YEAR 2012

Trustee Kinsman moved approval, seconded by Trustee Meyer. Discussion was held regarding the need for a July meeting. The board determined that this schedule will work and if adjustments need to be made, we can change the schedule throughout the year. Motion carried.

XI. REPORTS

A. GOVERNING BOARD

1) Reports from the Governing Board.

Trustee Meyer expressed her appreciation for Trustee Kinsman serving as Board President. She also thanked her for keeping the board on task in reference to board responsibilities. Trustee Kinsman thanked the other board members for their support. Trustee Meyer reported that a rough cut of the video for the major gifts campaign is coming along very well. Trustee Kinsman reported that four board members attended a recent conference. She attended the California Community College Trustees (CCCT) and there was considerable discussion about a board policy on student success. Trustee Kinsman will be going back in January for another meeting. Trustee Gillick added that a highlight of the program was the Student Success Task Force noting that future resource allocation may be linked to student success. He suggested an item on the agenda dealing with this task force and its effect on us. Dr. Wagner reported that data is being collected and examined by the various employee groups throughout the state regarding the pattern of items that are broadly and strongly considered in reference to student success. Trustee Kinsman suggested a possible study session regarding the topic of student success and items that can be added to our programs to address student challenges and how we may help them. Dr. Wagner mentioned the Hospice Light Up a Life program that has been held here at the college for at least twenty years scheduled on Saturday, December 10 from 3:00-5:00 Saturday December 10 and encouraged everyone to attend.

Trustee Ramirez-Dean reported she attended the conference in San Jose. She mentioned how pleased she is that our board is united, adding that it is unique during this economic crisis that they work together. She also mentioned that our students and veterans are most important and we must continue to do what is best for them. She thanked the board for being together, mentioned that the Christmas party was great and offered her thanks to those who worked on it. She further noted that our hearts are with the veterans and military coming home to their families. Trustee Ramirez-Dean thanked Trustee Kinsman as she did a great job as board

president. She noted this is a well organized board and college, wished everyone a Merry Christmas, and added that this has been a hard year – Feliz Navidad.

Trustee Rogers reported that he attended a session on policies and procedures and the subscriber program from the League. He thought that one or two policy submissions a month might be a good goal. He was shocked to discover there is no financial aid for any vocational program that is less than 16 units. He also mentioned that he enjoyed the Christmas party and his wife thoroughly enjoyed the Wreath Auction.

2) Report from the Student Trustee.

Ms. Anita Latham reported she was busy as well and attended the fall General Assembly Meeting in San Jose. She is looking at a number of issues that are coming forward and plans to be involved. The task force is the voice of the students. Monday she went to Crafton Hills College for their Association Meeting. Ms. Latham noted it is great to see how other student governments are run. Wait list is a topic they discussed, and she is looking forward to finals and next semester.

B. SUPERINTENDENT/PRESIDENT

Reports from the Superintendent/President.

Dr. Wagner announced that next month there will be a study session regarding budget allocations. The Strategic Plan has been developed by College Council and should be ready to present in the study session as well. College Council will finalize the loop on Student Learning Outcomes (SLOs) and Administrative Unit Outcomes (AUOs). Dialogue across the campus will continue. There is an upcoming budget workshop scheduled that Dr. Wagner and Ms. Plummer will attend on January 13. Dr. Wagner added that there is no campus showcase today as the student showcase may be a bit longer than usual.

C. COPPER MOUNTAIN COLLEGE FOUNDATION

Ms. Sandy Smith thanked Trustee Meyer for her participation on the College Board and for continuing to serve on the Copper Mountain College Foundation Board. A document with 192 pages of Standard Operating Procedures will be distributed at the December meeting. The Foundation is busy working on Foundation AUOs. This is the first time they are participating in the process. Overall the goals are of Student Success. The annual appeal campaign has been completed highlighting Student Trustee Anita Latham, netting $8,000 thus far. Multi-media show winners have been given their awards. The Foundation has received their first check from

GoodSearch.com for $73. Properties are in escrow, several Simi Dabah sculptures have been sold, and Ms. Smith met with the daughters of Connie Cooper. Books have been purchased with the resources from that account. $7,940 was the cause of the Wreath Auction. The wreath made by Roughley Manor sold for the highest amount of $750. It was a great event. We are looking forward to the Presidents' Circle event on December 18; work is moving along for the Major Gifts Campaign. There will be an Alumni Committee Meeting scheduled for an upcoming event on May 5. The Foundation continues registering more alumni. In California Community Colleges, alumni are considered anyone who has attended a class.

D. ASSOCIATED STUDENTS, COPPER MOUNTAIN COLLEGE

Mr. Riley Walters, ASCMC president was proud to announce that the students are accomplishing a great deal. Their meetings are packed and there are only a few seats left for Senators. He offered his thanks to Ms. Ana Mata for assisting with registration. The ASCMC stood in the registration lines by Student Services helping to answer questions and communicate information to students. They are in the process of verifying clubs and plan to have some resolutions brought forward regarding motorcycle parking, healthy alternatives for vending machines, and units required between consecutive degrees.

E. ACADEMIC SENATE

1) Student Showcase.

Dr. Berger introduced Ms. Ellen Baird and Ms. Kylee Muchenge who introduced their students from the learning community. The students, Terry Hill, Ashley Freeman, and Marianne Overholt were present to read the essays that they wrote. For those participating in the program, there is a chance to win $1,000.

2) Report from Academic Senate.

Dr. Berger noted his awe in our students at the completion of the essay readings. He reported that the Senate and board meetings were on the same day last month, a result of his absence. Student Learning Outcomes (SLOs) and assessing them has been discussed in just about every meeting. Discussion was held regarding placing SLOs in course outlines of record, why students drop classes, and the possibility of developing a form to determine the reason for a drop and then trying to help them. At a recent Academic Senate meeting, changes were approved to include SLOs in course outlines of record. In addition the recent Flex Day focused on SLOs.

F. CMC FACULTY ASSOCIATION CCA/CTA

Ms. Carolyn Hopkins reported there is a grievance in process. She gratefully approved the settlement agreement and offered her sincere hope that it will be settled. She noted we are conducting a thorough review in negotiations of various areas to clean up contract language. Regarding SLOs, she thanked faculty that gave demonstrations on assessments at flex including Dr. Brad Berger, Ms. Cathy Allen, Mr. Mike Danza, and Mr. Joe Desantis. Numerous faculty members have worked on program SLOs including Ms. Kathleen Wahl, Ms. Cathy Allen, Mr. Spelman Downer, Mr. Clayton Steenberg, Ms. Cathy Itnyre, Mr. Dean Pieper, Mr. Joe Desantis, Ms. Ellen Baird, Ms. Grace Xanthos, adding that we are making great progress. She added that Mr. Richard Sanchez has already completed his course SLOs and we are well on our way. The faculty is working very hard.

G. CLASSIFIED SENATE

Ms. Cece Yanez attended the conference in San Jose. She reported that the Classified Senate is in the process of fundraising. Four baskets and a gift card tree are up for silent auction. Bidding closes Friday at 3:00 p.m. The goal is $300 and is currently at $156. Ms. Yanez wished everyone a Merry Christmas and added her hope that they will enjoy their winter break.

H. CSEA

Ms. Gast reported the reason for her absence last month was that she was ill. She mentioned that attendance at the meetings is climbing; however registration this month made it smaller. Employees are slowly getting more involved. Negotiations have been calendared and we are looking forward to working on negotiations. Staff Development Day was one of the best we have had. The survey was sent out and is a good way to get input. There were no grumblings and we learned a great deal. Professional growth committee met to approve the employee's professional growth and cost of on-going education. It is good to see the classified employee education level is increasing. In the board packet there is information that a classification seminar would be this week. It will have to be re-scheduled. In reference to HR item #1, Ms. Gast welcomed Ms. Jolie Alpin into the bargaining unit, adding that she is looking forward to it.

XII. INFORMATION AND DISCUSSION

A. ACADEMIC AFFAIRS

1) Information Item – Academic Affairs Report:

a) Student Success.

b) Program Development and Curriculum Update.

c) Resource Enhancement.
d) Other.

Dr. Zhou regarding slos dedicated portion of time during flex day – college wide discussion. Additional conversations will take place next semester to improve student success. Dr. Zhou recognized the great work done by Ms. Carolyn Hopkins. We are on track to get SLOs, AUOs, and course outlines of record in our catalog. We are working with area high schools regarding the Culinary Arts Program and exploring various options and in the process for possible completion for fall. Trustee Gillick expressed interest in the mentioned Culinary Arts Program, of which he was unaware. Dr. Zhou described it as a joint effort with Morongo Unified School District, similar to a Regional Occupational Program offering. Trustee Gillick commented regarding the new EBSCo library information that is now available. Some discussion was held regarding student success in the nursing program. Kathleen Wahl answered questions regarding student success rates in those programs.

B. STUDENT SERVICES
1) Information Item – Student Services Report:
a) Registration.
b) Other.

Mr. Brown reported regarding the positive registration changes. He reviewed registration statistics to date. Thanks to Ana and Riley for their assistance during the registration process. BP Rogers – kudos to Bruce for bringing out hot chocolate for the students standing in line. Some discussion was held regarding the receptionist position that has been placed in student services. Mr. Brown assured the board that this is working very well and the individual in this position has worked hard to track and manage traffic flow. It was also noted that there were a number of students here during early morning hours for registration.

C. BUSINESS SERVICES
1) Information Item – Business Services Report:
a) Financial Review.
b) Audit Review.
c) Business Services.

Ms. Plummer submitted her report as presented, noting that everyone in her area is working very hard.

D. FACILITIES
1) Information Item – Facilities Report:
a) Remodel for Efficiency (RFE).

b) Library.
c) Surplus Equipment.
d) Traffic Light at Rotary Way and Highway 62.
e) Other.

Mr. Cain reported that there are many punch list items to accomplish in the science rooms. Surplus equipment is gone thanks to the Foundation and the junk has been hauled away. Traffic light is at the County and there has been no additional news.

E. HUMAN RESOURCES

1) Information Item – Human Resources Report:
a) Recruitments.
b) CSEA Negotiations.
c) All Staff Day.
d) Other.

Ms. Riesgo reported regarding faculty and classified recruitments. She noted the successful holiday party, and two staff members will have name changes. Ms. Tracy Sheehan will be Tracy Bentley and Ms. Jeanne Parks will now be Jeanne Halvorson.

XIII. CONSIDERATION OF CONSENT AGENDA: Consent Agenda items are routine items of business that are grouped together. The Consent Agenda is designed to be voted upon through one motion that covers all such items collectively. Consent items are identified by the asterisk (*) appearing next to each such item.

Any Board Member may ask that a Consent Agenda item be pulled off the Consent Agenda for discussion and action as an individual item. Similarly, members of the public may address remarks or questions to one or more individual Consent Agenda items.

A. ACADEMIC AFFAIRS

* 1) Consent Item – Revised Course Outlines of Record; as proposed by the Curriculum Committee.
a) ASC 097A-D – Language Lab I.
b) ASC 098A-D – Language Lab II.
c) Phil 012 – Religions of the World.
d) BUMA 020A – Business Law.
e) HIST 003 – History of World Civilizations I.

f) HIST 017 – U.S. History Through Reconstruction.
g) HIST 019 – California History.

* 2) Consent Item – Courses for Deactivation.
a) Art 009C&D – Printmaking.

B. HUMAN RESOURCES
* 1) Consent Item – Payroll #5-12.
* 2) Consent Item – Student Employees.
* 3) Consent Item – Substitute Classified Assignments.
* 4) Consent Item – Reimbursement for Classified Professional Growth.

Trustee Meyer moved approval, seconded by Trustee Gillick. Trustee Gillick commented that the problem with some of these items listed as consent underestimates the amount of time and work involved. He stressed that the board appreciates the fine work and effort that goes into each of these items. Motion carried unanimously.

XIV. ACTION ITEMS
A. BUSINESS SERVICES
1) Action Item – Payment of Warrants.

Trustee Gillick moved approval, seconded by Trustee Meyer. Motion carried unanimously.

B. FACILITIES
1) Action Item – Labor Compliance Program – Resolution #11-13.

Mr. Cain requested approval with slight language changes and explained the considerations of this resolution. Trustee Gillick moved approval, seconded by Trustee Meyer. Roll call vote: Trustee Gillick, aye; Trustee Kinsman, aye; Trustee Meyer, aye; Trustee Ramirez-Dean, aye; and Trustee Rogers, aye. Motion carried unanimously.

C. HUMAN RESOURCES
1) Action Item – Reclassification Approval.

Ms. Riesgo noted the purpose of this reclassification was to take care of and acknowledge work that has been completed in addition to future expectations, the result of a gradual accretion of duties. Trustee Gillick moved approval, seconded by Trustee Kinsman. Trustee Gillick offered his thanks to Ms. Alpin for her fine work and added how pleased he was with her effort and this excellent recognition. Motion carried unanimously.

## XV. SUGGESTIONS FOR FUTURE AGENDAS

Trustee Kinsman requested we continue discussions on student success. Another item for future agendas is policies and procedures.

## XVI. ADJOURNMENT

The next regularly scheduled meeting of the Board of Trustees has not yet been scheduled.
It will likely occur January 12, 2012.

The meeting adjourned at 4:40 p.m.

Persons with disabilities may request a disability related accommodation or modification in order to participate in a Copper Mountain Community College District Board of Trustees' public meeting. To request accommodation or modification, please contact the President's Office at (760) 366-3791 x-5441.

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