

College Council Meeting Minutes
February 6, 2015 - 1:00 p.m.
Library Meeting Room

J. Alpin, G. Brown, K. Coghill, B. Compton, J. Cummings, J. DeSantis, Z. Ginder, P. Kersey, J. Kevari, T. Long, C. McLaughlin, M. Plummer, A. Riesgo, and S. Smith.

I. Agenda Items
a. Taskforce Updates

Mr. Cummings reported we are getting close to the conclusion of work on the taskforces.

i. Marketing and Advertising (J. Alpin)

Ms. Alpin mentioned they are putting suggestions together. Four more meetings are planned, but they may need only two.

ii. Smoking Policy (A. Riesgo)

Ms. Riesgo reported this task force has concluded their work and the recommendations were sent to Mr. Cummings yesterday.

iii. AP 4410 – Field Trips and Excursions and Form (P. Kersey)

Dr. Kersey mentioned that this report is almost finished. She has one more thing to work out and hopes to have a draft to College Council by the next meeting. Mr. Cummings added that it was discussed in the Academic Senate yesterday. He appreciates the recommendation of the smoking task force and that it was endorsed by the academic senate. He added that it is nice that we have information coming from the task forces to inform institutional planning and improvements for next year.

b. Accreditation Midterm Report (P. Kersey)

Dr. Kersey met with Standard I, II, III, and IV teams. Updates with notes from meetings were sent out today so all can see what is happening and needs to be completed.

Mr. Cummings reported a group met with gkkworks regarding the Educational Master Plan and Facilities Master Plan. Utilizing their services will ensure these plans are appropriately aligned. Both plans will be completed by January 1, 2016. It is good to have contracted to complete the Facilities Master Plan with gkkworks so we don't miss anything. They won't actually write the Educational Master Plan; however, they will ensure the plans are aligned. Mr. DeSantis added that he will explain this to the Academic Senate at their next meeting.

c. Integrated Planning Model (J. Cummings)

Mr. Cummings reviewed a second draft of the institutional effectiveness document with a number of changes from the last meeting. The information presented was a

result of additional thought provoking discussion with Dr. Compton. Additional changes were discussed and Mr. Cummings asked that anyone who has suggestions, please speak with him. He further noted that another draft will be forthcoming.

d. Hiring Priority Process (A. Riesgo)

Ms. Riesgo recommended that when vacancies become open the supervisor write a narrative to justify the need. Data, funding source, alternatives for position are all part of what needs to be addressed. Human Resources and Mr. Cummings will meet with the supervisor. She is in the process now of developing the guidelines and will bring them back to College Council prior to upon completion. Consensus was that this is a good process. Clarification was made that Dr. Kersey is the supervisor for faculty positions. If anyone has suggestions, please speak with Ms. Riesgo.

e. Implementation of an Annual Student Survey (J. Kevari)

Mr. Kevari reported that information was sent out and the survey will not be changing at this time. Some additional questions need to be added for distance Education. Mr. Ginder will assist with ensuring those needs are addressed. Discussion took place regarding a logical reorganization of the questions, incentive or \$100 bookstore gift certificate, possible Kindle? Additional discussion took place regarding size of the survey. Mr. Long suggested ASCMC might be willing to also add an incentive and inquired if students will take the survey in the lab or if it will come via email. Details are in progress. Various suggestions were made for the best method to shorten the survey. The point was made that changing the survey now is not a good idea since we have not had constituent review and input. Better to have as is so we can have some history. Additional discussion took place regarding utilizing it longer term. Mr. Cummings asked Mr. Kevari to bring back some alternatives and make it as efficient as possible.

f. Creating an Institutional Effectiveness and Planning Committee (J. Kevari)

Mr. Kevari mentioned that most schools have a committee like this that comes from a need for accountability. A suggestion was made to combine other committees and as we complete some goals, have oversight for the overall institutional effectiveness. There are a number of ideas on campus regarding research, and the question has come up regarding where do we have the accountability discussion. A recommendation was made to have a mission statement from the committee. Coast has something that may be helpful. This would assist in guiding decisions. Mr. Cummings mentioned there is need for an administrative procedure to address forming committees. It appears that everyone agrees we need it, and we will need a recommendation for next fiscal year as we come out of the process. He asked how this committee recommends that we gain constituency input into this. Discussion was held regarding going out to constituent groups for recommendations as to who might participate on this

type of committee as well as who evaluates effectiveness of College Council and other processes in terms of overall institutional effectiveness and part of the review cycle. It needs to be positioned to assess the effectiveness of the entire institution from an assessment point of view. Additional discussion took place regarding thoughts relating to this topic, staying on track as an institution, and oversight of the processes. Mr. Cummings requested that the concept be taken to constituency groups for discussion and added that Mr. Kevari will lead the development of a plan.

g. Business Office Board Policies (J. Cummings/M. Plummer)

Mr. Cummings reported this is the first bundle of policies that will be coming through. He commended Ms. Plummer for her work and explained that there are two sets of 7000 series board policies. The Human Resources policies are more accurate according to the California Community College League records and 7000 in the Business area no longer correlates with the League. There are a number of policies required by law and recommended that are 6000. Ms. Plummer reviewed the Board Policies as presented as well as the mapping document that she created. She noted that a number of policies are no longer in use and will sunset old and put out for review the appropriate 6000 series. Mr. Cummings requested that constituent groups start their review process now.

h. LED Sign Project Update (J. Cummings)

Mr. Cummings mentioned we are going out for three bids for the LED Sign Project. There are two companies in California and one back east. Bids are to be returned to his desk by February 27 at which time they will be reviewed. An option is to possibly go to the Foundation to request funds. He wants to see where we are in reference to the amount of the bids. Dr. Delaney requested sign installation occur during June or July because of the tortoise preserve. Discussion was held regarding where the signs will be located. The signs will be mounted on the sides of the copper CMC sign on Highway 62. The sign appears to have been designed to have LED signage on each side. It will be 36 x 10 feet and will be just below the metal CMC and tipped from each side by approximately 15° toward the highway. It will be Wi Fi compatible with software and the ability to program messages from a desktop.

i. Budget Development Process (J. Cummings)

Mr. Cummings reported that February 12, 2015 there will be a budget workshop study session with the Board of Trustees. The study session is based upon a preliminary budget and provides an opportunity for the Board to guide the budget development process for the district. Institutional priorities will be included in the budget development and institutional planning. Ms. Plummer attended a recent ACBO meeting and will be providing updated budget information for our District.

j. BP and AP 3540 Sexual Misconduct (G. Brown)

Mr. Brown reviewed the materials provided. He indicated that updates are mostly in the administrative procedure and added he has reviewed a number of documents including federal and state laws and integrated them into the document. He noted the title change is due to the inclusion of harassment in the policy. Additions and deletions have been noted. It refers to supplementary documents as well includes the Cleary Act and Title 9. Due process documents are also available for review. It was requested that constituent group review and changes go to Mr. Brown. It was further noted that there is movement toward the language of "misconduct". Mr. Cummings asked for a 30 day review.

II. Other – T. Long

Mr. Cummings reported he spoke at the recent Basin Wide Foundation breakfast and connected with Sheriff Dale Mondary and requested emergency response and active shooter training.

The following is a notation that was made by ASCMC President, Tyler Longer as clarification and was also printed in the January 23 minutes:

Mr. Long commented regarding the January 23, 2015 minutes that ASCMC embraces and understands their role and purview in the establishment or deactivation process for all CMC degrees and certificates. Therefore, we endorse the decision to deactivate our History, Mathematics, and Psychology local degrees and replacing them with SB 1440 compliant ADT degrees.

Ms. Riesgo reported that ASCMC is working with Human Resources regarding sexual assault awareness and alcohol and drug abuse awareness. They are leading the charge for two different seminars that will be public events.

Review Participating Effectively in Shared Governance document for next meeting.

III. Tracking Chart Review

Smoking Taskforce recommendations will come to the Superintendent/President. It was suggested to move items to the end of the chart upon completion. BP advertising and marketing – fell off chart – action item on 2/19... social media concern...

Mr. Ginder is awaiting additional information and upon further research adjusted working policy.

Mr. Ginder noted the alignment of Distance Education with 30 day review – add to chart.

Change ZG to JK regarding annual Student Survey item.

Next Meeting: February 27, 2015