

College Council Meeting Minutes
March 4, 2016 - 1:00 p.m.
Library Meeting Room

K. Coghill, F. Cambon, J. Cummings, C. Hopkins, S. Nelson,
D. Norton, D. Pieper, M. Plummer, A. Riesgo, and R. Smith.

I. Approval of minutes.

The minutes were approved as presented.

II. Agenda Items

- a. AP 6750 Parking Lot Signage Constituent Group Feedback
(M. Plummer)

Ms. Plummer provided information that we are waiting for feedback from the Academic Senate.

- b. Accreditation Midterm Report Final (J. Cummings)

Ms. Nelson commented that the Accreditation Report has a great picture on the front cover. Mr. Pieper reported that this report was approved through the Senate yesterday.

- c. Vice President and Dean Job Description Feedback
(A. Riesgo)

Ms. Riesgo reported having received feedback from the Academic Senate regarding the Vice President job description and it will go to the Board of trustees. The Dean job description will come back to the next College Council Meeting. Ms. Riesgo is planning to post both positions because we need to go out to be competitive. She mentioned needing feedback as soon as possible.

- h. BP 4250 Probation (D. Norton)

Dr. Norton has received some comments from the Academic Senate and reviewed comments to date. It will be presented to the Board of Trustees as presented.

- i. BP 2220 – Committees of the Board (J. Cummings)

Consensus was that this item is ok as presented.

- j. BP 2410 – Board Policies & Administrative Procedures (J. Cummings)

Mr. Cummings reviewed the changes that are slightly different from our current policy. He stressed the importance of ensuring that board policies and administrative procedures are carefully reviewed. Discussion was

held that we shall provide each member of the Board any revisions to Administrative Procedures at the next regularly scheduled board meeting. The item will be changed to reflect "consistent with current practice." Consensus was to make changes and send to the Board of Trustees.

- k. Board Policies – Human Resources to be Reviewed (A. Riesgo)
 - a. BP 7100 – Commitment to Diversity
 - b. BP 7110 – Delegation of Authority for Personnel Actions
 - c. BP 7140 – Collective Bargaining
 - d. BP 7345 – Catastrophic Leave Program
 - e. BP 7370 – Political Activity
 - f. BP 7600 – Campus Security Officer

Ms. Riesgo reported that these Human Resources board policies are consistent with current League language, but they are out of compliance due to the date and need to be reviewed. Consensus was that these policies should go out to constituent groups for review. The point was made that new employees may not be aware and it is best to carefully review to ensure policies are current. The question was posed regarding advertising for a particular candidate and if this is something that is construed to be inappropriate during working hours. Some discussion took place regarding this inquiry, and Ms. Riesgo will research this topic as part of BP 7370 - Political Activity. An underlying issue is what candidates endorse and when one endorses the individual, it is also their ideals. Diversity was mentioned and how does that reflect on our diversity. Is this part of employees' first amendment rights? Ms. Plummer asked how these items are brought forward to the management group. This information will be shared and the topic discussed during management meetings. Dr. Norton asked if we make an exception regarding wearing apparel for student elections while students are running for ASCMC offices. It was further noted that student workers are an exception to this discussion. During the time that student workers are working, they are subject to employer requirements. It was recommended that this item go out for 30 day constituent group review.

- l. Board Policies – Human Resources to be Updated (A. Riesgo)
 - a. BP 7210 – Academic Employees

Discussion took place regarding the addition of a statement.

- b. BP 7260 – Classified Supervisors and Managers

The paragraph in this policy was removed since the District provides contracts for classified administrators, supervisors and managers because it is not necessary.

- c. BP 7330 – Communicable Disease

This policy is combined with 7336 so 7336 can be retired. It is more

efficient to have one policy. Ms. Riesgo clarified that the highlight is local and red underline are League recommendations.

d. BP 7336 – TB Skin Test/Chest X Ray

Ms. Riesgo reviewed these board policies as presented and asked that they be reviewed and go to the constituent groups for review.

m. Silly Walk (D. Pieper)

Mr. Pieper reported that the Academic Senate unanimously approved the Silly Walk. The group reviewed a video showing a Silly Walk. It has been recommended that the crosswalk from Phase 1-3 be used for this purpose. There is already a post on this end where we could place a sign; however, there is not another one at the other end. It would be fine if people do not wish to use it; however, it was felt this would be a fun addition and create a new atmosphere. Concern was expressed regarding this being funded by the district; therefore, it was agreed that donations for this purpose would be accepted. A mock up and approval prior to it happening was requested as well as a plaque was suggested to ensure the meaning is understood.

n. April 1, 2016 Meeting Cancellation (J. Cummings)

Mr. Cummings recommended the April 1, 2016 meeting be canceled due to scheduling conflicts.

III. Other

Mr. Pieper reported that the Academic Senate voted unanimously to approve the T-13 budget priorities. The Senate would like to see the Instructional Support Assistant for automotive technology moved up and given the highest priority.

Dr. Norton mentioned the Morongo Basin Coalition for Adult Literacy Spell-a-thon is scheduled March 12 at 9:00 a.m. at the Helen Gray Center, adding that CMC would like to be #1 fundraiser again.

IV. Tracking Chart Review

Mr. Cummings reported that a section "On Hold" has been added to the tracking chart for items that are not active but we don't want to lose track of them. The Employee Handbook should be placed on hold. BP 6750 is in progress back to senate and students. ACCJC Mid-term will go to the Board of Trustees. BP 7120 – May 2016. ASCMC Constitution and By-laws – on hold. Annual Committee Calendar – on hold. Shared Governance – continue working through the document. College Council can move forward to constituency groups without the Accreditation Liaison Officer and Director of Institutional Effectiveness.

BP 4250 – scheduled for approval at 3/10 Board meeting. Faculty mentoring cohorts – on hold. Marketing – on hold. Institutional goals – has been completed. BP 1200 – bring back 4/15. BP 1100 and 2220 scheduled for approval at 3/10 Board meeting. BP 2410 1 edit and BoT. Associate Dean job description going to BoT on 3/10. CPSAC waiting on ASCMC – on hold. VP job description to BoT. Institution Set Standards and Targets – and Dean – out for review. BP 2365 out until 4/15.

Meeting adjourned at 2:04 p.m.

Next Meeting: March 18, 2016

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CCMM – 3-4-16