

College Council Meeting Minutes
April 21, 2017 - 1:00 p.m.
Library Meeting Room

D. Aye, B. Bilger, F. Cambon, K. Coghill, M. Cruz, J. Cummings, C. Hopkins,
D. Norton, and D. Pieper

I. Agenda Items

a. Approval of minutes – April 7, 2017

Consensus was that the minutes were approved as presented.

b. Board Policies – In process (J. Cummings)

i. BP 2716 – Political Activity

Consensus was that this policy can move forward to the Board of Trustees.

c. Board Policies – New (J. Cummings)

i. BP 2210 – Officers of the Board (J. Cummings)

ii. BP 3280 – Grants (J. Cummings)

iii. BP 3300 – Public Records (J. Cummings)

Some discussion took place regarding revisions to these policies. They will go out for Constituent Group review and return to College Council in 30 days.

d. AP 3755 – Marketing (J. Cummings)

The question came up regarding marketing the SOPs? It was requested that everyone ensure feedback comes to College Council in order that there is consistency and the changes can be combined with other recommendations. It was also mentioned that there are many edits coming from faculty, and we are circumventing the process if it is not handled through the appropriate constituent group leader. Mr. Cummings requested that the committee leaders take information to the group they represent so they have the feedback. He also mentioned that items may need to be run through legal counsel to ensure that we are not exposing faculty and staff to liability improperly. Social media was mentioned as we are experiencing questions and concerns that individual employees may be placing the District in a legally difficult situation. Freedom of expression and appropriate use of information must be defined. If CMC is represented on social media sites, is the district liable? Ms. Hopkins and Mr. Pieper will bring recommendations back to College Council. It was suggested that committee representatives should be able to bring a draft and bullet information so constituent groups can work through them earlier in the process. Determining a method for appropriate and early feedback is necessary. The recommendation was to go out for 60 days regarding this administrative procedure.

e. AP 7400 – Travel (M. Plummer)

Faculty Senate requested an additional 30 days for review.

f. CMC Equal Employment Opportunity (EEO) Plan 2017-2020
(B. Bilger)

Ms. Bilger is reviewing this document and anticipates Board of Trustees approval in May.

g. Tech Comm Committee Resource Allocation Prioritization –
preliminary discussion – final due 5/3/17) (D. Norton)

Discussion was held regarding allocation prioritization and whether or not we can allocate resources from the Tech Comm Priority List. It was mentioned that the Budget Advisory Committee will be meeting regarding instructional equipment funds. No recommendation has been made by faculty regarding Smart Boards for classrooms. It was mentioned that the resources will roll over for one year. A suggestion was made that this could be a recommendation from BAC as long as requests also appear in the Program Review. Additional discussion took place regarding classrooms with and without technology. Mr. Cummings suggested folding other committee work into our resource allocation process noting the challenge of determining how to effectively combine them. It was mentioned that BAC recommendations could be forwarded to College Council for resource allocations.

h. Educational Support Specialist Job Description (replaces
Administrative Assistant I) – preliminary discussion – final due
5/3/17 (D. Norton)

Mr. Pieper reported that this item was approved in Academic Senate. Scheduling, populating the data base, and formatting the class schedules are items included and presently in discussion with CSEA. This will move forward after that process is complete.

i. CMC Student Athlete Handbook (J. Cummings/D. Norton)

It was recommended that this item go out for a 60 day review. Some discussion took place regarding Ed plans, counseling services, and other programs that will likely be available for student athletes. It was mentioned that many areas will need to be closely monitored to ensure appropriate program compliance. The need to increase part-time counseling hours may be necessary. General Athletic Program training for everyone including counselors and coaches will need to be offered. It was requested that the Student Athlete Handbook run through groups to ensure that everyone has an opportunity to review it and ensure everyone is on the same page.

II. Other

Mr. Cummings mentioned the Mascot and that a list will be given to him of the student's top selection. It is due today and will be combined with the employee list as well as the top 16 recommendations. The top (changed from five) will go out to the community. Mid-May is anticipated to be the time that the Final Four will be considered.

III. Tracking Chart Review

Some discussion took place regarding the campus emergency exercise and when that should take place. Friday seems to be the best time for the first time out. As time moves along and we get better, a different day would be best. Discussion was held regarding the possibility of summer rather than prior to the end of the semester as counseling and other concerns were mentioned. Trial run suggested in summer, then move into fall. Updating the phone tree was also mentioned.

AP 3900 was mentioned as it has an incorrect AP reference. The AP reference is 5550 and is currently under revision.

It is anticipated that all four Standard committees will meet prior to the end of the semester.

Next meeting: May 5, 2017

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