

College Council Meeting Minutes
July 6, 2016 - 1:00 p.m.
Library Meeting Room

Meeting Attendees: F. Cambon, K. Coghill, J. Cummings, C. Hopkins, S. Nelson, D. Pieper, M. Plummer, and A. Riesgo.

- I. Approval of minutes
 - a. April 15, 2016

Ms. Hopkins moved approval of the May and June meeting minutes and Mr. Pieper moved approval of the April meeting minutes, seconded by Ms. Plummer. Motions carried.

- b. May 13, 2016
 - c. June 1, 2016

- II. Agenda Items

AP 6750 – Parking and Traffic Regulations (M. Plummer)

Some discussion took place regarding not issuing tickets early in the semester if students do not have their parking permit. Ms. Plummer reported that this item had fallen off the radar and is one last look prior to sending the procedure for approval to the Board of Trustees. A question was asked about the statement that if there is an issue, the driver may be fined – do we need to specify the fine? Some discussion took place regarding specifics of this policy. Consensus was to address the questions brought up today and bring the document back.

- a. Summer Meeting Date (once monthly) (J. Cummings)
 - i. August 3, 2016 – 1:00 p.m.

Mr. Cummings noted that August 3, 2016 is the last College Council meeting scheduled for summer. We will be going back to our schedule of the 1st and 3rd Fridays of the month starting September 2, 2016.

- b. Education Master Plan Dissemination (J. Cummings)

Mr. Cummings asked the group what the expectations are in reference to dissemination of the Education Master Plan. He asked if it is beneficial to print hard copies, and if the Academic and Classified leadership are interested in hard copies. Consensus was that the document should be available electronically with color copies available in President's Office. Mr. Cummings mentioned that the Institutional Effectiveness Report will be available for the July Board meeting. He added that the Institutional Effectiveness Plan and Equity Plan will inform the annual plan including priorities. Mr. Kevari will continue to tie these documents to our integrated planning process.

- c. BP 2015 – Student Member (J. Cummings)

d. BP 2105 – Election of Student Member (J. Cummings)

Mr. Cummings reported that these two policies came out without constituent group review. The items were discussed at a Board meeting. Consensus was that we should wait until the constituent groups have had an opportunity to review both policies prior to taking them back to the Board. Mr. Cummings will continue to work on the Student Member policy prior to final submission. A sixty day review was recommended for both policies.

e. Participatory Governance Document (J. Cummings)

Discussion took place regarding the various committees that are on campus and if they should be included in the Participatory Governance Document in a separate section. Functional oversight, constituent group based committees, and union committees. Discussion was held regarding mapping how committees act, the important role that they play for the institution. A suggestion was made to move the Institutional Effectiveness Committee piece and place it elsewhere in the document. Consensus was that this type of guidance needs to exist somewhere. District committees was another area of concern. Chapters in a more functional document that explains the function/purpose within the institution. Administrators/ administrative team and the roles of individuals including a clear understanding of their responsibilities. Considerable discussion took place regarding Facilities Committee concerns.

III. Other

Ms. Hopkins asked if the Staff Day schedule will be available by the August meeting. Some discussion took place regarding the sessions. It was confirmed that college departments are open except Wednesday morning. Mr. Cummings will utilize the first 1.5 – 2 hours and the rest will be with Dr. Wood. An Open House is being planned for Friday, and Dr. Norton is working on a welcome. Details will be forthcoming.

It was suggested that College Council look at plans for the year. Mr. Cummings recommended starting the year with an annual plan including priorities and specifically what things the college needs to address. Ms. Hopkins mentioned QFE which is a new accreditation piece that is now required.

Ms. Riesgo mentioned concerns regarding Program Review and different pieces. She asked if changes are happening with TaskStream and what is the status? She noted that no 15-16 template is available and she does not want people working on a format and then it is no longer relevant. Mr. Kevari will work in TaskStream and have live links that he will make available for this purpose. Dr. Norton is working on clustering disciplines, redundancy and lack of integration between ALOs, SLOs, and AUOs. Mr.

Kevari is working on this item and the Dean will be working with departments to review. It was determined that the non-instructional areas should also be included. Concern was expressed that TaskStream did not receive full discussion and dialogue. Mr. Cummings stated that as soon as we can determine who will meet, we will work on it. He mentioned there may be considerable frustration, but it is essential that improvements are included and vetted prior to August 2017. Some discussion took place regarding Program Review assessment as well as the responsibilities of the Institutional Effectiveness Committee. It was suggested that the Director of Institutional Effectiveness be placed on College Council in order to assist with dissemination of information for institutional effectiveness. Discussion took place regarding the need to review and discuss prior to items coming to College Council. Process and expectations are concerns regarding this matter. This topic will continue to be discussed in order to get some answers and establish the most appropriate course of action. It was recommended that the Director of Institutional Effectiveness be a non-voting permanent guest as it may be helpful to hear the concerns and have an understanding of the demands and needs.

IV. Tracking Chart Review

Dates on plans were changed as noted in the revised tracking chart. The feasibility of adding athletics was requested by the Board and will be an information/discussion item at the upcoming Board of Trustees Meeting. Mr. Cummings confirmed that the discussion has always been for men's and women's basketball. He further clarified that the mascot has not yet been decided. A mascot cannot be considered until we know what other league mascots are already in place. He mentioned that it has come to his attention that people are concerned that we are moving ahead, and clarified that nothing has been decided at this point. It will be part of a brief during the Staff Day. He mentioned that supporting documentation is from surveys and the Education Master Plan. He added that people are very excited; however, it is very difficult to get things worked out and there are a number of details to be determined. There will be an opportunity for input, including funding details that need to be worked out. He indicated that it is difficult to acquire approval when decisions have not yet been made. An ongoing employee newsletter was mentioned that could be a tool to help address items of this nature.

Next Meeting: August 3, 2016