

If there are any questions or concerns regarding the minutes, please contact your constituent representative for additional information or clarification.

**COLLEGE COUNCIL  
MINUTES  
February 14, 2018**

**The following members were present:**

Dr. Stephen Schoonmaker – President  
Theresa Richmond – Administration Representative  
Dr. Todd Scott – Administration Representative  
Maria Fernandez – Faculty Representative  
Chris Vancil – Faculty Representative  
Dawnie Slabaugh – ASM Representative  
Debbie Dutcher – Classified Representative  
Hailey Dixon – ASB Representative  
Calvin Wagner – ASB Representative

**Absent:**

Josh Collins – Classified Representative  
Chris Wehman – ASM Representative

**Also Present:**

Melissa Green – Vice President, Student Services  
Mark Klever – Interim Director – Work Force Development  
Jill teVelde – Program Grant Manager – Apprenticeship Initiative  
Christina Van Alfen – Program Grant Manager – CTE  
Dr. Zachary Zweigle – Dean, Instruction  
Sheila Grimes – Recording Secretary

The meeting was called to order at 10:04 a.m.

**Consent Agenda**

**Item 1. Approval of Minutes**

It was moved and seconded (Fernandez/Dutcher) to accept the minutes of the December 12, 2017, meeting.

The motion carried with the following vote: 8 ayes, 0 noes, 2 absent.

**Regular Agenda**

**Item 2. College Council Meeting Date Changes**

In order to ensure that College Council meets regularly during the spring, the following date changes have been proposed: March 14 changed to March 7; March 28 changed to March 21, and May 23 changed to May 16.

A motion was made and seconded (Scott/Richmond) to recommend acceptance of the above date changes.

The motion carried with the following vote: 8 ayes, 0 noes, 2 absent.

**Item 3. Advanced Manufacturing Program Proposal**

Dr. Scott provided the Council with an overview of the proposed Associate of Science degree and of the Certificate of Achievement in Advanced Manufacturing. The Council also received a written narrative of this proposal describing the program goals and objectives, program learning outcomes, course requirements for the major as well as for the certificate of achievement in their meeting packet which was provided to them last week. This program need was identified by a consortium developed to identify and develop or expand career pathways in current and emerging local industry sections for the California Career Pathways Trust (CCPT) Grant. Instruction Council has reviewed this proposal and recommended that it move forward to College Council as an informational item. At the January 2018 Board meeting, the Board approved the addition of an Advanced Manufacturing Advisory committee. The College is in the process of recruiting two part-time faculty members to help review what has been accomplished thus far, review curriculum and make any necessary changes, and then eventually teach the courses. After the Advanced Manufacturing curriculum has been approved by the Curriculum Committee, it will go to the Board of Trustees for their approval, and finally to the Chancellor's Office for final approval. Dr. Scott is projecting that students will be able to enroll in the advanced manufacturing courses by the fall of 2018.

**Item 4. Light Pole Banners**

Dawnie Slabaugh shared with the Council that in the spring of 2017, the City of Weed purchased and hung COS and Weed High School banners on light poles on Main Street and Weed Boulevard. The banners were put up to help with the recruitment of sports at COS and to engage "hometown" spirit at high school and college sporting events. The City of Weed has been contacted and is agreeable to switching out the current banners with new banners which would be purchased by the College. The College is also interested in displaying banners in other cities in Siskiyou County. Dawnie is proposing that College Council considers the concept of purchasing new banners to promote registration. Members of College Council agreed with the concept of purchasing new banners and also suggested that the College advertise on the Stage buses and at bus stops both in Siskiyou County and in Redding. Dawnie will identify funding for the banners in her 2018-2019 budget proposal.

**Item 5. Proposal for Leading for Equity Services**

Theresa stated that she and Melissa have had several conversations with Hugh Vasquez, Senior Associate for the National Equity Project, regarding a proposal for Leading for Equity Services. They have also contacted other companies but found that the National Equity Project would be the best fit for COS. Theresa shared that this company would create a plan designed especially for COS rather than provide a few short-term solutions. It is the intent that the National Equity Project would begin with a three-day listening campaign talking with individuals and groups (Diversity Committee, students, faculty, etc.) regarding diversity at COS. Next, they will provide a two-day course on campus entitled, "Leading for Equity Institute" for up to forty individuals. This would be followed by three, one-day planning and design sessions. The cost of this service would be \$49,000. COS students, Nathanel Lathrop and Jesse Mullin, have expressed interest in creating a two-minute short film on diversity for approximately \$1,200. Currently, there is \$75,000 in the Diversity budget which is more than enough to cover the costs of these two ventures. If approved, the National Equity Project would begin this spring and end with a plan in the fall.

A motion was made and seconded (Vancil/Dutcher) to recommend acceptance of the proposal for Leading for Equity Services. The motion carried with the following vote: 8 ayes, 0 noes, 2 absent.

**Item 6. Recommended Review of Board Policies**

Board Policy (BP) 3530 was reviewed. It was noted that since this BP has been revised, the anticipated date of change needs to be removed from the Review Date section and placed in the Revision Date section. The minor revision noted was suggested by the Associate Vice President – Human Resources.

A motion was made and seconded (Vancil/Richmond) to recommend acceptance of revised Board Policy 3530. The motion carried with the following vote: 8 ayes, 0 noes, 2 absent.

**Item 7. Recommended Review of Revised Board Policies**

Board Policies 3520 and 3900 were reviewed. Melissa Green explained that these Board Policies were revised to include updated language from the Community College League of California (CCLC).

A motion was made and seconded (Vancil/Fernandez) to recommend acceptance of revised Board Policies 3520 and 3900. The motion carried with the following vote: 6 ayes, 0 noes, 4 absent. (Hailey Dixon and Calvin Wagner were not present at the time the vote was taken.)

**Item 8. Recommend Review of Administrative Procedures**

Administrative Procedure (AP) 3900 was reviewed. There were no revisions to this AP but it was reread as part of the regular review cycle.

A motion was made and seconded (Vancil/Dutcher) to recommend acceptance of Board Policies 3520 and 3900. The motion carried with the following vote: 6 ayes, 0 noes, 4 absent. (Hailey Dixon and Calvin Wagner were not present at the time the vote was taken.)

**Item 9. Recommend Review of Revised Administrative Procedures**

A motion was made and seconded (Vancil/Richmond) to recommend acceptance of Administrative Procedure (AP) 3520. Melissa Green explained that AP 3520 was revised to include updated language from the Community College League of California (CCLC) and to reflect the correct contact person, Vice President of Student Services.

After much discussion, the following information was asked to be included and/or deleted from AP 3520.

- The last sentence of paragraph two on page two contradicts with the first sentence of the last paragraph on page two as it refers to investigations.
- Divide the AP into two different documents. AP 3520 should address local law enforcement only. An additional AP will need to be created to address what occurs internally in response to the report of a crime.
- Theresa will talk with legal in regards to the Clery Act and clarify what areas that this act refers to campuses, centers, or anywhere that COS holds a class.

After much discussion, it was decided to table AP 3520 until the requested revisions can be implemented.

A motion was made and seconded (Vancil/Wagner) to recommend acceptance of Administrative Procedure (AP) 3530.

After much discussion, the following information was asked to be included and/or deleted from AP 3530.

- Research Penal Code Sections 626.9 and 626.10 and add the appropriate language into this AP including additional items that could be considered as weapons (i.e. stun gun, pepper spray, etc.)
- Remove paragraph three.

**Item 9. Recommend Review of Revised Administrative Procedures (Cont'd)**

- In paragraph four, strike out the following language thus removing the suggested language from the CCLC in red: ~~has been authorized by a District employee the Superintendent/President or designee to have the knife.~~
- Add “also” to the last sentence in the first paragraph as follows: The prohibition of firearms on any District campus or in any District facility includes both loaded and unloaded firearms, and **also** applies to persons holding a valid license to carry a concealed firearm.

After much discussion, it was decided to table AP 3530 until the requested revisions can be implemented.

**Item 10. Governance/Committee Structure**

Dr. Schoonmaker reviewed the document entitled, “Government Documentation Development,” that outlines the schedule of questions which will be covered during each of the meetings held this spring. In the future, these questions will be listed on the agenda in order for you to consider these questions and speak with your constituents prior to the upcoming meeting.

Questions for this meeting:

1. Do our proposed shared governance guiding principles adequately address our values and intentions?
  - Add “transparency” to the first principle after “open communication.”
  - On the second principle, change the sentence to read as follows: The faculty has the central role in setting academic policy, and the Board through their designee should ensure and support academic quality through regular communication with the faculty.

Dr. Schoonmaker stated that he will be sending out an email to the Council to ask, “What are the benchmarks of good governance?” Please either reply to him or the group as this topic will be discussed at the next meeting.

**Item 11. Other**

Dawnie announced that tonight the last men’s and women’s basketball games will be held in the gym.

**Item 12. Adjournment**

Meeting was adjourned at 11:54 a.m.