

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

**COLLEGE COUNCIL  
MINUTES  
March 21, 2018**

**The following members were present:**

Dr. Stephen Schoonmaker – President (Assumed Chair at 10:27 a.m.)  
Theresa Richmond – Administration Representative  
Dr. Todd Scott – Administration Representative (Chair from 10 to 10:27 a.m.)  
Maria Fernandez – Faculty Representative  
Chris Vancil – Faculty Representative  
Josh Collins – Classified Representative  
Debbie Dutcher – Classified Representative  
Calvin Wagner – ASB Representative

**Absent:**

Chris Wehman – ASM Representative  
Dawnie Slabaugh – ASM Representative  
(Currently one ASB representative position is vacant.)

**Also Present:**

Eric Rulofson – Director, Facilities  
Doug Haugen – Director, Student Housing  
Darlene Melby – Vice President, Administrative Services  
Melissa Green – Vice President, Student Services  
Wayne Keller – Director, Information Technology  
Lori Luddon – Recording Secretary

The meeting was called to order at 10:02 a.m. by Dr. Todd Scott. Dr. Schoonmaker arrived at 10:27 and assumed chair duties.

**Consent Agenda**

**Item 1. Approval of Minutes**

It was moved and seconded (Collins/Dutcher) to accept the minutes of the March 7, 2018, meeting.

The motion carried with the following vote: 6 ayes, 0 noes, 3 absent. (Dr. Schoonmaker was absent during the vote.)

**Regular Agenda**

**Item 2. New Wayfinding Signage**

Eric Rulofson explained that the proposal for additional wayfinding signage has been approved by Safety Committee. Cost of the project will be approximately \$2,800 and will be paid for out of safety credit dollars that we receive from Keenan annually. This is Phase I of the campus signage project. Phase 2 will be directional signage, and Phase 3 will be room numbering. This was an informational item.

**Item 3. Governance Process – Approval of Final Budget - Timeline**

Darlene Melby discussed the timeline for approval of the final budget in the fall. Because of the later start of classes and little time for the shared governance groups to meet to approve the budget for presentation at the September Board meeting, she is proposing a joint afternoon meeting of Integrated Planning and Budget and College Council at the August 23 mandatory flex day to review the proposed final budget. As requested, she will provide itemized changes from the tentative budget a week before the August joint meeting.

A motion was made and seconded (Vancil/Dutcher) to approve scheduling of a joint meeting with College Council and Integrated Planning and Budget on August 23 in the afternoon to review the 2018-19 final budget.

The motion carried with the following vote: 7 ayes, 0 noes, 2 absent.

**Item 4. 2018-19 Lodge Rates**

Dr. Haugen presented the proposal for the 2018-19 Lodge and Food Service Rates. He explained that the rates need to be approved so that the information is available to students when they register for the fall.

Council reviewed the handout, including a comparison of six other colleges that had room/meal plans. There was concern that some of the schools compared were not similar in size to COS. Chris Vancil felt that the Lodge students were unfairly bearing the brunt of the price increase and that price increases should be passed on to staff and non-Lodge students. Darlene stated that 85 percent of the food purchases are by Lodge students. She also referred to the consulting firm coming in April to analyze our food service operation and the possibility that there may be suggestions made as a result of this.

Josh Collins expressed concern that food service operations are not sustainable with the current losses that we are incurring. The Lodges are currently subsidizing part of the deficit since additional full-time employees were hired to be able to offer seven-day-a-week meals to the residents, and we have more students in the Lodges, which also results in additional costs for meals. There are scheduled maintenance projects in the Lodges that will need to be funded in the future so it is important that food services reach a point of being closer to break-even so the Lodges can apply their profits to those projects.

If the consultant finds ways to make food services more efficient and cost-effective, could the meal rates for Lodge students be reduced? Darlene indicated that it could be discussed if that were the case.

A motion was made and seconded (Collins/Vanci) to recommend acceptance of the 2018-19 Lodge Rates. The motion failed with the following vote: 2 ayes, 4 noes, 3 absent (Dr. Schoonmaker was not present during the vote).

**Item 5. Funding Formula Update**

Dr. Schoonmaker gave an oral report on the revision of the funding formula that is being reviewed. The proposal would allow two years for full implementation. Although it is not ideal, it is a better formula than the Governor's initial proposal.

**Item 6. Business Office Position**

Darlene Melby explained that the person in the fiscal analyst position in the Business Office accepted another job in January. In reviewing the needs of the department, it was determined that the position should be restructured to an assistant director position. Moving the position from Classified to Non-represented was approved with CSEA. It would increase the salary structure approximately \$5,000 to \$20,000.

The item will be discussed at Administrative Service Council later today and is on the agenda with Integrated Planning and Budget Friday. Debate followed regarding the consideration of this as filling a current position or creating a new position. Dr. Schoonmaker and Darlene Melby explained that it is a restructuring of a position.

A motion was made and seconded (Collins/Vancil) to table consideration of the restructure and filling of the Business Office Position until it has gone through the shared governance process (Integrated Planning and Budget, Administrative Service Council). The motion carried with the following vote: 6 ayes, 1 noes, 2 absent.

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

Board Policies 3750, 5140 and 5500 were reviewed.

BP 3750 was tabled until further research is done on regarding the Digital Millennium Copyright Act and website regulations.

A motion was made and seconded (Collins/Wagner) to recommend acceptance of revised BP 5140. The motion carried with the following vote: 7 ayes, 0 noes, 2 absent.

A motion was made and seconded (Collins/Fernandez) to recommend acceptance of BP 5500. The motion carried with the following vote: 7 ayes, 0 noes, 2 absent.

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

Administrative Procedures (AP) 3520, 3530, 3750, 5140 and 5500 were reviewed.

AP 3520 was presented for second review. The following corrections were requested:

- For consistency, remove “Office” on page 2, first paragraph to maintain consistency.
- For consistency, remove “Office” and add “or designee” on fifth paragraph.

A motion was made and seconded (Fernandez/Vancil) to return AP 3520 for correction indicated above. The motion passed with the following vote: 7 ayes, 0 noes, 2 absent.

AP 3530 was reviewed for amendments recommended previously. The following addition was requested:

- Last sentence of last paragraph: “Any student or employee *whose position authorizes them* to have a knife, including kitchen knives, must exercise caution in using and storing the knife.”

A motion was made and seconded (Vancil/Collins) to approve AP 3530 with the above listed correction on the past paragraph. The motion carried with the following vote: 7 ayes, 0 noes, 2 absent.

AP 3750 was tabled until further research is done on regarding the Digital Millennium Copyright Act and website regulations. Page numbering also needs to be corrected.

**Item 8. Recommend Review of Revised Administrative Procedures (Cont'd)**

A motion was made and seconded (Collins/Wagner) to recommend acceptance of revised AP 5140. The motion carried with the following vote: 7 ayes, 0 noes, 2 absent.

A motion was made and seconded (Collins/Fernandez) to recommend acceptance of AP 5500. The motion carried with the following vote: 7 ayes, 0 noes, 2 absent.

**Item 9. Other**

**Item 10. Adjournment**

Meeting was adjourned at 11:55 a.m.