

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

**COLLEGE COUNCIL
MINUTES
May 16, 2018**

The following members were present:

Maria Fernandez – Faculty Representative
Chris Vancil – Faculty Representative
Dawnie Slabaugh – ASM Representative
Chris Wehman – ASM Representative
Debbie Dutcher – Classified Representative
Theresa Richmond – Administration Representative
Dr. Todd Scott – Administration Representative

Absent:

Dr. Stephen Schoonmaker – President
Josh Collins – Classified Representative
Calvin Wagner – ASB Representative
(Currently one ASB representative position is vacant.)

Also Present:

Kevin Broussard – IBP Representative
Donna Farris – IBP Representative
Michael Graves – IBP Representative
Melissa Green – IBP Representative
Kent Gross – Director, Fiscal Services
Wayne Keller – Director, Information Technology
Darlene Melby – IBP Representative
Lorinda Meyers – Program Grant Manager – Basic Skills & Student Outcomes Transformation
Dennis Roberts – IBP Representative
Eric Rulofson, Director – Facilities
Carly Zeller – Basic Skills Coordinator
Dr. Zachary Zweigle – IBP Representative
Sheila Grimes – Recording Secretary

The meeting was called to order at 9:55 a.m. by Theresa Richmond.

Consent Agenda

Item 1. Approval of Minutes

It was moved and seconded (Fernandez/Dutcher) to accept the minutes of the May 9, 2018, meeting.

The motion carried with the following vote: 5 ayes, 0 noes, 4 absent (Dr. Scott and Dawnie Slabaugh were not present when the vote was taken.)

Regular Agenda

Item 2. Tentative 2018-2019 Budget Update

Darlene Melby reported that the Tentative 2018-2019 Budget was presented to Integrated Planning and Budget (IPB) last Friday. Upon review of the presented budget, IPB recommend forwarding the 2018-19 Tentative Budget to College Council with the understanding that there will additional changes made to this document based on the May Revise and College Council review.

Item 2. Tentative 2018-2019 Budget Update (Cont'd)

The Tentative 2018-2019 Budget that was submitted to IPB last week was deficit spending by \$700,000 which brought our ending reserve to just a little over eleven percent. The Administration reviewed the budget and looked for other revenue opportunities, made budget reductions, and removed expenditure duplications. Currently, the Tentative 2018-2019 Budget is deficit spending only by \$300,000. Darlene shared that part of the increases for this year which are included in the budget are as follows:

- Increased costs for PERS and STRS along with step increases which amount to about \$527,000.
- Health Insurance increased by approximately four percent which amount to about \$83,000 to \$85,000.
- The American Care Act is a mandatory cost of \$47,000.
- The Administration of Justice (ADJ) position in included as the program has been approved.
- Subscription for Research and Development - \$5,900.
- Student Insurance increase of \$20,000.

Items from the request list were not included into the budget other than the items noted above. Darlene shared that the projected May Revise and the simulations that were sent out last Friday, might put the College in a little bit better position as far as the budget goes.

Kent Gross provided an overview of the Tentative 2018-2019 Budget and noted the additional changes that had been made since last Friday.

It was moved and seconded (Wehman/Dutcher) to recommend acceptance of the tentative 2018-2019 budget. The motion carried with the following vote: 7 ayes, 0 noes, 2 absent.

Item 3. Academic Coach Positions

Carly Zeller presented a video available on YouTube entitled, “What is Academic Coaching?” Carly proposed the need for three part-time Academic Success Coach Positions to case manage and coach at-risk English and Math students to avoid obstacles, navigate challenges, and gain confidence in order to meet educational goals. The positions would be paid for first by the Basic Skills and Student Outcomes Transformation (BSSOT) grant and then Basic Skills Initiative (BSI) when the BSSOT funding is expended. Each position would be 25 hours per week, classified positions, two for Weed and one in Yreka. The total approximate cost for these positions would be \$73,500.

It was moved and seconded (Fernandez/Dutcher) to recommend acceptance of the CQIP for three Academic Coach Positions. The motion carried with the following vote: 7 ayes, 0 noes, 2 absent.

Item 4. Injury and Illness Prevention Plan

Eric Rulofson shared that the Injury and Illness Prevention Plan is annually reviewed by the Safety Committee prior to it being presented to College Council. Phil Clark from Keenan & Associates is a member of the Safety Committee. He along with the other members of the Safety Committee recommended changes to this document. Eric noted that this year, there were only minor changes made to this document. The Plan was created to ensure safe and healthful working conditions for all District employees. Eric believes that as there are no budget implications associated with the Injury and Illness Prevention Plan, it did not need to be reviewed by IPB. Darlene suggested that in the fall, all the various documents/plans be identified and decided on how they should proceed through the governance process.

It was moved and seconded (Dutcher/Wehman) to recommend acceptance of the Injury and Illness Prevention Plan. After discussion, the original motion failed. A substitute motion was made (Dutcher/Wehman) to table this item. The motion carried with the following vote: 6 ayes, 0 noes, 1 abstain, 2 absent.

Item 5. Governance/Committee Structure

Theresa requested feedback on the narrative and design of the Governance document entitled, “A Decision-Making Guide for College of the Siskiyou – Draft Version 04-25-2018.” Chris Vancil reported that the Governance document has been sent out to the faculty, reviewed by Academic Exec, and will be going before the Academic Senate for recommendation on Friday. Donna Farris stated that the Classified Senate has also reviewed the Governance document.

Item 6. College Council Annual Report

Theresa requested input on the Campus-Wide Standing Committee Annual Report for College Council. Chris Vancil stated that while this document satisfies the need for reporting purposes, he believes that an evaluation of each of the campus-wide standing committee is needed.

The following statements will be added into the noted sections of the annual report:

Major Accomplishments or Achievements in Past Year

- Rather than reviewing only Board Policies and Administrative Procedures, College Council has evolved over the last year into decision making/recommendation body to the President.
- Created a draft of the shared governance document entitled, “A Decision Making Guide for College of the Siskiyou.”

Major Obstacles or Problems with Committee

- ASB needs to designate two students to serve on College Council as there should always be a student at the table representing student interest.

Recommendations for Improving Process or Efficiency

- Add a monthly standing agenda item to allow the chair of each of the five standing committees (Administrative Services, Instruction Council, Student Services, and Integrated Planning and Budget) to report out.
- Have the College Council Chair ensure that all items have been reviewed by the appropriate governance committees prior to being placed on the agenda.

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Committee’s Goals and Institutional Goals expectations met.

- Improve participatory governance – College Council along with input from the constituent groups worked together to develop a draft of the shared governance document entitled, “A Decision-Making Guide for College of the Siskiyou.”
- All committee members should be appointed to College Council by June 1 and agree to serve a year term so that we are not training new members half way through the fiscal year. Due to unknown schedules, representative for College Council will be appointed in early August.
- Receive input from constituent groups and/or other councils to be shared at College Council. As the charge of College Council has changed over the course of this academic year, the constituent group representatives have begun bringing forth agenda items to be discussed.
- Continue to review Board Policies and Administrative Procedures in a timely fashion as stated in Administrative Procedure No. 2410. Board Policies and Administrative Procedures from Chapter 4 (Academic Affairs) were slated to be reviewed this year. Of those, twenty-three percent have been reviewed and recommended for approval by College Council.

Item 6. College Council Annual Report

Sheila will update the annual report with the suggested language and email this document to the Council for final review on Monday. Please have any additional changes to her by the following Thursday at 12 p.m.

Item 7. Follow-Up

- **Legal opinion on reporting incidents that occur off campus**

Theresa reported that the information on reporting incidents that occur off campus can be found in The Handbook for Campus Safety and Security Reporting. It states in the handbook that if we do not own it, rent it, or we do not control it we do not need to report it on Clery. In other words, we only report the crimes when your institution has control of the space for the dates and times that are stated in your lease or agreement.

- **Legal opinion on what/why a committee is considered a Brown Act Committee**

Theresa reported that under the Local Senates and the Brown Act - Academic Senate for California Community College, there is a government code that details what is considered in the Brown Act and an Opinion No. 83304 – July 28, 1983 by the California Attorney General. If the Board of Trustees appoints a committee, it will fall under the Brown Act. Theresa went on to quote that if the Brown Act applies to the Academic Senate and all college committees recognized by the Board as advisory or decision making in its Board Policies. College Council makes recommendations to the President and; therefore, is not a Brown Act Committee.

Item 8. Institution Review Board

Nathan shared information regarding on what is an Institutional Review Board. He explained that the Institution Review Board (IRB) is a committee in a given institution, primarily colleges, that have been given government approval to in place of the government proxy permit research that involves human subjects if these subjects are of normal population. In order for a faculty member's research to be considered for publication it needs to be submitted to an IRB. Nathan stated that the actual creation of the IRB does not require the use of the shared governance process because it serves as a regulatory body of research that is being conducted. This summer, Nathan will be drafting a Board Policy and an Administrative Procedure regarding the role of research, which is the first step in the process in creating an Institutional Review Board.

Item 9. Other

Nothing to report.

Item 10. Adjournment

There being no further business, the meeting was adjourned at 11:49 a.m.