



COLLEGE COUNCIL MINUTES

Wednesday, Sept. 11, 2019
3:30 - 5:00 pm
Board Room

Dr. Stephen Schoonmaker (Chair)

- ✓ Josh Collins
- ✓ Debbie Dutcher
- Bela Fujimoto
- ✓ Darlene Melby
- ✓ Theresa Richmond
- ✓ Patrice Thatcher-Stephens
- ✓ Jayne Turk
- Chris Wehman
- ✓ Stephanie Wroten
- ✓ Debbie Goltz (Minutes)

Committee's Charge

College Council is the primary participatory governance group whose mission is to engage constituent groups in decision-making processes on matters of institutional significance.

AGENDA

Dr. Schoonmaker opened the meeting at 3:33 p.m.

1. Approval of Minutes (5 minutes)
It was moved and seconded (Turk/Melby) to approve the minutes from the August 21, 2019 and August 28, 2019 meetings. The motion carried unanimously.
2. Reports from Standing Committee Chairs (15 minutes)
 - a. Administrative Services Council - Darlene Melby reported they will be having their first meeting next week.
 - b. Instruction Council – Dr. Peretti reported that, at their last meeting, the Instruction Council:
 - i. Reviewed AP 3750 – Use of copyrighted material and forwarded it to College Council
 - ii. Reviewed AP 4260 – Pre-requisites and Co-requisites, which will be revised at their next meeting
 - iii. Reviewed AP 4610 Instructional Services Agreement, which will be revised at the next meeting
 - iv. Discussed the process for prioritizing 2019/2020 remaining CQIP requests to allocate \$53K instructional equipment funds. Requests will be presented at the September 20th Instruction Council meeting
 - v. Discussed SLO manual and requested that it be reviewed at Senate for consideration of further revision
 - vi. Discussed revisiting 2009 Institutional Learning Outcomes
 - vii. Shared the Violation of Student Code of Conduct and Adjunct Overload Forms
 - c. Integrated Planning and Budget - Jayne Turk reported that, at their last meeting, IPB reviewed the final budget. They began the revision process of the charge and goals. There was discussion regarding the IPB membership and who will be voting members.
 - d. President's Cabinet - Dr. Schoonmaker reported the President's Cabinet met earlier today. The Board Policy/Administrative Procedure revision and approval process was reviewed to make sure it supports the goals of College Council. This year's cycle centers on the 6000s, which will be reviewed by Administrative Services. They are following up on AP 2510 Participatory Governance and getting it ready for College Council. The Institutional Effectiveness Model is being revised; Dr. Schoonmaker and Dr. Rexford will be codifying the edits into the model and then it will be shared out. Desiree Kaae put together a master calendar of all the governance groups' meeting dates & times. It will be shared out.
 - e. Student Services Council – No report.

Council reports will be included on the agenda once a month instead of every meeting, as most of these councils meet only monthly.

3. Continuous Quality Improvement (CQI) Committee Charge and Organization
The draft CQI charge was distributed. A conversation was held regarding the origins and purpose of the CQI committee and if the Council is the most appropriate forum, as well as its role in the decision-making process. Where College Council is more of a reactive body, CQI could be more of an initiative body, using this rubric to make decisions. Using

these Quality Improvement Principles, it could be the “cheerleaders” for the College, a philosophical role, in encouraging other bodies to follow these Quality Improvement Principles (QIP). It could also be a resource for when a certain stakeholder group needs to be heard from or if their input would be valuable.

This item has been tabled to the next meeting so it can be shared with respective groups for their thoughts.

4. Approval of Council’s 2019/2020 Goals

It was moved and seconded (Collins/Richmond) to approve the Council’s 2019/2020 Goals with the changes noted in discussion. The motion carried unanimously. The final document will be presented at the next meeting.

5. Cost Containment Measures

- Darlene Melby reported Facilities installed the FRP in food services themselves, saving the District almost \$15,000.
- Jayne Turk reported that she and Ronnie Rivera are working on a “pack it in, pack it out” program. It is still being fine-tuned as other stakeholders are weighing in.
- Debbie Dutcher identified the travel request form as an opportunity to make some changes to encourage employees to consider carpooling.

Discussion was held regarding the CQI/CQIP forms – where to find them and how do we keep track of them? Other ideas were:

- a cost containment idea/action log,
- a list on the bottom of the College Council agendas,
- a white board out in the student center or on the display board with a list of projects with their state & end dates, and cost savings. It was recommended to post a paper with a pencil attached to encourage others to share ideas.

6. Other (10 minutes)

- Future Agenda Items
 - *Compensation Philosophy –Theresa will bring this back at the end of October with some compensation data. She will meet with Jayne Turk and Debbie Dutcher.*
 - *Student Learning Outcomes – Update is that it is moving through IC and Senate.*
 - *AP 2510 Participation in Local Decision Making – Second meeting in November*
- On-Going Agenda Items
 - *Continuing work on BPs and APs – we are working on getting a calendar and some are heading our way.*
- Next Council’s Agenda (5 minutes)
 - *Wednesday, September 25*
 - *Wednesday, October 9*

It was requested that we add future meeting dates to the agenda, similar to IPB

7. Adjournment – The meeting was adjourned at 4:54 p.m.