



## COLLEGE COUNCIL MINUTES

**Wednesday, April 8, 2020  
3:30 - 5:00 pm  
via teleconference**

- ✓ Dr. Stephen Schoonmaker (Chair)
- ✓ Josh Collins
- ✓ Hallie Coppi
- ✓ Debbie Dutcher
- Bela Fujimoto
- ✓ Nancy Miller
- ✓ Char Perlas

- ✓ Theresa Richmond (left @ 4:15)
- Michael Souza
- ✓ Jayne Turk
- ✓ Stephanie Wroten
- ✓ Debbie Goltz (Minutes)
- Resources:
- Darlene Melby
- Melissa Green

### 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.*

### MINUTES

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Dr. Schoonmaker opened the meeting at 3:35 p.m.

1. Approval of Minutes of the April 1, 2020 College Council meeting  
It was moved and seconded (Collins/Richmond) to approve the minutes of the April 1, 2020 meeting.  
Motion carried unanimously by roll call vote.
2. Budget Gap and Restructuring: Organization Charts  
The Council reviewed each organizational chart, asking questions of the department vice-presidents. The cost savings in each area were included in the review. The charts will then be sent to IPB for review and approval. These will return to College Council to get an update on any changes. At that time, it will be an action item.
  - a. Student Services: Melissa Green presented the organizational chart for Student Services and answered questions from the group. There is also an updated version that she will send out to the group.
  - b. Academic Affairs: Char Perlas presented the organizational chart for Academic Affairs and answered questions from the group.
  - c. Administrative Services: Darlene Melby presented the organizational chart for the departments in Administrative Services and answered questions from the group.
  - d. President's Office/Athletics/PIO/Institutional Research: Dr. Schoonmaker presented the organizational charts for the areas in his department.

Darlene reported out from a recent CCCO CBO webinar. The recommended budgeting process has changed and we are recommended to budget flat. What this could potentially mean for the college is that we would have to come up with some additional savings – probably between \$200-300K. She and her department are looking deeper into the budget and exploring the different options with the reorganizations and retirements as well as different sources of funding to supplement the system. Darlene also found out that the theater project is still moving forward. She is still waiting to hear back about the hardship waiver.

3. Review AP/BP review and approval process  
*Update on the 6000s. Any others remaining from other departments?*

Darlene reported that Administrative Services still has 23 left to go through College Council and/or the Board. Thirteen have been pushed back from College Council to Administrative Services Council. They meet next week. There is also a carryover of three AP/BPs from the 3000s that have been moved back and forth four or five times.

There was discussion about the prioritizing of the AP/BP Review and Approval process in light of the transitions and changes we're all going through this semester. Input, comments and questions about the AP/BPs currently before the Council (see 4/1/2020 meeting materials) are due tomorrow (April 9<sup>th</sup>). Dr. Schoonmaker will evaluate the timeline and process after seeing the feedback we receive.

4. Justification to Delay Hiring a PT Permanent VC Staff for 20-21

This was addressed earlier in the meeting in Dr. Perla's presentation on the organizational chart. This position is a permanent part-time position and adjustments have been made on the revised organizational chart. There is a part-time temp person currently taking over those duties. In total, the videoconferencing staffing consists of two permanent full-timers and 3 temporary part-timers. They have been able to address the needs of the department.

5. Call to Action Items

Dr. Schoonmaker encouraged the Council to not lose sight of the College Council's vision and the good work we've done for the last 10+ years to the best COS we can create and be. Right now, we need to stay focused on the tasks at hand – getting through classes, work adjustments, etc. However, the Call to Action items remind us we have a normal plan and vision we need to continue working on them.

6. Other

- Good of the Order:
  - Dr. Schoonmaker expressed his gratitude for the opportunity to work with each of us.
- Future Agenda Items

7. Adjournment

The meeting was adjourned at 4:57 (Collins).

**Upcoming College Council meeting dates and times: 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays, 3:30-5:00 p.m.**

~~December 11, 2019~~  
~~January 29, 2020 (added) no quorum~~  
~~February 12, 2020 no quorum~~  
~~February 26, 2020~~

~~March 11, 2020~~  
~~March 18, 2020 (cancelled)~~  
~~April 1, 2020~~  
~~April 8, 2020~~

April 22, 2020  
May 8, 2020 (added)  
May 13, 2020 Joint Mtg with IPB