

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

**COLLEGE COUNCIL
MINUTES
September 13, 2016**

The following members were present:

Scotty Thomason – Superintendent/President
Melissa Green – Administration Representative
Dr. Todd Scott – Administration Representative
Dr. Bill Hirt – Faculty Representative (proxy for Chris Vancil)
Dawnie Slabaugh – ASM Representative
Chris Wehman – ASM Representative
Josh Collins – Classified Representative
Debbie Dutcher – Classified Representative
Calvin Wagner – ASB Representative

Absent:

Maria Fernandez – Faculty Representative
Chris Vancil – Faculty Representative
(One position is currently vacant – ASB representative)

Also Present:

Nancy Funk, Vice President – Administrative Services
Sheila Grimes – Recording Secretary

The meeting was called to order at 2:03 p.m.

Consent Agenda

Item 1. Approval of Minutes

It was moved and seconded (Collins/Green) to accept the minutes of the August 23, 2016, meeting.

The motion carried to accept the minutes with the following vote: 8 ayes, 0 noes, 2 absent (Debbie Dutcher was not present for the vote.)

Regular Agenda

Item 2. New Planning Committee Structure

It was moved and seconded (Collins/Dutcher) to recommend approval of the new Planning Committee Structure.

There was much discussion in regards to the makeup of the Planning Committee in the proposed structure plan:

- Dawnie and Chris shared that the ASM President, Eric Houck, was concerned about the makeup of the Planning Committee sighting that the proposed membership included: five faculty; five administrators; but only one ASM representative; one CSEA representative, and one ASB representative. Since the Committee only allowed for one ASM member, Eric did not believe this group would be well represented.
- Melissa questioned as to why only the Dean of CTE was included in the membership of Planning Committee. Dr. Scott stated that including the Dean of CTE in the Committee's membership was vital in planning for the future of the College. Including the Dean of Instruction would be a duplication of effort as the membership already includes the Vice President of Instruction.

Item 2. New Planning Committee Structure (Cont'd)

- Dr. Scott stated that in order to carry out the Institutional Master Plan it was decided to have all three vice presidents included in the makeup of the committee.

The motion carried to accept the minutes with the following vote: 9 ayes, 0 noes, 1 absent.

Item 3. Recommend Revisions to Administrative Procedure

It was moved and seconded (Collins/Scott) to recommend approval of Administrative Procedure 3250.

Scotty noted that Administrative Procedure 3250 was presented to College Council at our last meeting on Tuesday, August 23. At that time, it was recommended to table AP 3250 until Mike Graves could provide a detailed explanation of what is meant by the term 360-degree evaluation. Since that time, Scotty and Sheila met with Mike Graves and decided to remove the phrase “360-degree.”

The following additional revisions were recommended to Administrative Procedure 3250 in Section C:

- In Number 2, remove “Will” at the beginning of the sentence so that it will now begin with Conduct.
- Removed Number 3 and renumber.
- Number 4 is corrected as follows: ~~Each participatory governance council will also use the~~ **Review its** collected evaluation data to determine how successful ~~it was~~ **they were** in achieving the goals and outcomes that ~~they~~ **it** had established for the currently academic year. Most importantly, each of these six participatory governance councils will use the evaluations as the basis for improvement.
- Number 5 is corrected as follows: ~~In May April, of each academic year, each of the six participatory governance councils will~~ **e**Establish a fresh set of goals and outcomes for the upcoming academic year.
- Number 6 is corrected as follows: ~~Prior to the end of the academic year, the results of each of these participatory governance evaluations will be w~~**W**idely communicated to the ~~Campus community~~ **the results of the evaluations to the Campus Community** by publishing them on ~~each of the six participatory governance council’s~~ **their** respective web sites **prior to the end of the academic year.**
- Number 7 is corrected as follows: ~~By May 1, prior to the end of the academic year each of these six participatory governance councils will e~~**E**nsure that an email with the link to the online evaluation results is emailed to all campus constituents by May 1.

The original motion failed.

A substitute motion was made and seconded (Scott/Dutcher) to approve Administrative Procedure 3250 as amended above (a final version will be emailed to all Council members). This motion carried with the following vote: 9 ayes, 0 noes, 1 absent.

Item 4. Discuss Revisions to Standing Committee Self-Evaluation Form

Scotty commented that last spring, all six standing committees were asked for their suggestions on how to improve the current evaluation form. We received several suggestions from Dave Clarke which was included in the meeting materials sent to you last Thursday.

Item 4. Discuss Revisions to Standing Committee Self-Evaluation Form (Cont'd)

The Council recommended the following revisions to the Campus-Wide Standing Committee Self-Evaluation Form:

- Change the form from an evaluation form to an annual report of each of the committees as it's the Board's responsibility to evaluate if the governance councils are fulfilling their purpose.
- Add page numbers and headers to each of the pages.
- List the membership of the Committee on the form.
- Remove the signature line for the Co-Chair.
- Instead of listing major issues or tasks addressed at each meeting, list tasks that the Committee will be working on as a result of the meeting.

Scotty will request that all Campus-Wide Standing Committees publish their agendas two days prior to the meeting and publish their minutes within ten days of the meeting.

The above suggestions will be incorporated into this form and we will review this document again at the next College Council meeting.

Item 5. Other

Scotty stated that evaluating the effectiveness of the participatory governance councils falls to the Board of Trustees. Therefore, Scotty believed that the reference in Administrative Procedure 3250 in Section C.2 where it states "The evaluation will include not only a self-evaluation by all of the participatory governance council members but evaluations by other Campus constituent groups and members of the Campus community" needs to be removed.

Melissa volunteered to do additional research to confirm that Administrative Procedure 3250 reflects League language as well as ensure that the changes we intend to make coincide with Accreditation Standards.

Item 6. Adjournment

There being no further business, the meeting was adjourned at 3:12 p.m.