

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

**COLLEGE COUNCIL
MINUTES
January 10, 2017**

The following members were present:

Scotty Thomason – Superintendent/President
Dr. Todd Scott – Administration Representative
Maria Fernandez – Faculty Representative
Chris Vancil – Faculty Representative
Dawnie Slabaugh – ASM Representative
Chris Wehman – ASM Representative
Debbie Dutcher – Classified Representative
Calvin Wagner – ASB Representative

Absent:

Melissa Green – Administration Representative
Josh Collins – Classified Representative
(One position is currently vacant – ASB representative)

Also Present:

Nancy Funk – Vice President – Administrative Services
Theresa Richmond – Associate Vice President – Human Resources
Sheila Grimes – Recording Secretary

The meeting was called to order at 2:02 p.m.

Consent Agenda

Item 1. Approval of Minutes

It was moved and seconded (Vancil/Slabaugh) to accept the minutes of the December 13, 2016, meeting.

The motion carried with the following vote: 8 ayes, 0 noes, 2 absent.

Regular Agenda

Item 2. College Update

Scotty reported that our enrollment is currently up by approximately 30 FTES as compared to last spring at this time. He believes that we are about even in regard to our summer and fall FTES. The College only needs about 20 or so more FTES to be where we were the first day of the semester last spring.

We only had 22 students leave the Lodges at the end of the fall semester. We have 15 students moving into the Lodges for the spring semester. My experience tells me that these are “normal” numbers. I believe that this reflects that we are running a good operation in the Lodges and in our Food Service operation.

We are finalizing the hiring process to employ three part-time workers in the COS Food Service operation, and this will allow us to begin the semester with a meal being available on Saturdays and Sundays between 10 a.m. and 12 p.m. If we have at least 35 students eating a meal on those days, we should break even and be able to continue the weekend service.

Item 2. College Update (Cont'd)

The initial State budget for FY 2017-2018 was just released by the Governor this morning. It appears there will be a small COLA, growth funding, and a small increase to the base, but to not fund colleges the full amount from Prop 98 funding. The State Chancellor's Office and the Community College League of California are both sending out information in regards to this proposed budget.

I will be attending the Annual Effective Trustee Conference in Sacramento at the end of the month with Trustee Kathy Koon and Student Trustee Calvin Wagner. Scotty will extend his stay for another day and a half to attend the Annual State Legislative Conference where there will also be a budget update.

Nancy Funk will be attending the State Budget Workshop next Wednesday, January 18, where the State budget will be presented in more detail.

Due to the winter storms, the campuses did not open until 10 a.m. on Wednesday, January 4, to allow extra time for employees to get to work. The Yreka Campus was closed on Monday, January 9, due to snow accumulation. After the Maintenance Department cleared the Weed Campus they went to the Yreka Campus and plowed as well.

On Tuesday, January 10, the Yreka Campus was closed for a short period due to the Yreka police reporting that there was an armed felon on foot. Once additional information later came in that this individual had burglarized a gas station at the north end of Yreka, the Yreka Campus was reopened.

The men's and women's basketball games were canceled last weekend. The next home basketball games are schedule for this Saturday, January 14, at 4 p.m. and 6 p.m.

A flex day is coming up on Thursday, January 12. The day will begin at 8 a.m. with a continental breakfast and brief updates from the Administration. At the conclusion of the presentations, faculty will meet to work on several projects for the remainder of the day and all other staff will return to their normal workday. The Human Resource Department will be open from 8 a.m. until 10 a.m. to hand out pay checks to short-term students and part-time faculty.

The final paperwork is being submitted for the Institutional Effectiveness Partnership Initiative grant of \$200,000. Scotty thanked Dr. Scott and the faculty for all of their hard work on this project.

Item 3. Instruction Resource Request List 2017-2018

Dr. Scott noted that the Instruction Resource Request List for 2017-2018 has been reviewed by the Deans and Instruction Council. Prior to Instruction Council, the Deans worked together on prioritizing the list. A few changes were made at the request of Instruction Council. Scotty noted that the Instruction Resource Request List is built through the Program Review process which is normally completed by this time each year. Scotty commented that a few of the resource requests were carried forward from last year to this year thus using the currently year's funding of \$80,000. The Instruction Resource Request List for 2017-2018 that we are currently viewing will be discussed and built into the budget for next year unless we can find funds for these items this year.

Since program reviews are used to build the budget for the instructional area and we are normally funding requests for the prior year two years later, Chris Vancil will be discussing with the Administration the idea of using program reviews as only one piece of evidence for building the budget rather than the only way to make a budget request.

Item 3. Instruction Resource Request List 2017-2018 (Cont'd)

Scotty requested that in the development of future resource lists, if there is another funding resource that can be used for an item to please make a notation. As it stands now, this Instruction Resource Request list for 2017-2018 will now be brought before Executive Cabinet.

Item 4. Faculty Hiring Prioritization List 2017-2018

Dr. Scott reported that the College fully intends to fund and hire a full-time music instructor. As for the remaining instructional positions, he believes that due to our current financial situation we will be not be hiring these positions for next year.

Chris Vancil questioned why the position of music instructor is moving forward in lieu of other faculty positions. Scotty commented that currently we are filling the full-time music position with an interim employee as we are not able to find any part-time faculty to teach the specialized music courses. Also, in past years, we have had two full-time music instructors.

Chris mentioned that years ago the College used a Personnel Request Form as the process to request new positions and using program review as evidence of the need. He explained that this form asked several pertinent questions as to why the position was needed. Scotty asked if Chris could possibly find the form and connect with Theresa Richmond, Associate Vice President – Human Resources.

Item 5. Recommend Revisions to Board Policies

Revisions to Board Policies 5220, 7210, 7240, 7250, and 7700 were reviewed.

A motion was made and seconded (Slabaugh/Dutcher) to recommend acceptance of revision to Board Policies 5220, 7210, 7240, 7250, and 7700. The motion carried with the following vote: 8 ayes, 0 noes, 2 absent.

Item 6. Recommend Revisions to Administrative Procedures

Revisions to Administrative Procedures 2431, 2610, 5220, 7160, 7500, and 7700 were reviewed.

Chris noted the faculty's concern in regard to Administrative Procedure 2413 – CEO Selection of only having two representatives from their area serve on the CEO's search committee. Scotty stated that the CEO's search committee's makeup is based on years of experience to accurately represent all the groups on Campus. Debbie Dutcher commented that she believes that the makeup of the committee is very well rounded.

Theresa Richmond noted that the proposed changes for Administrative Procedure 7500 - Volunteers are that volunteers will now be required to be fingerprinted and have a Tuberculosis Risk Assessment and/or examination performed prior to volunteering. The College will be absorbing the cost for the fingerprints and Theresa is currently checking to see if our school nurse can perform the TB assessment. Dawnie asked if the Eagle's Nest volunteers will be required to be fingerprinted and to have a TB Assessment. Theresa was unsure and will research this matter further.

A motion was made and seconded (Vancil/Fernandez) to recommend acceptance of revisions to Administrative Procedure 2431, 2610, 5220, 7160, 7500, and 7700. The motion carried with the following vote: 8 ayes, 0 noes, 2 absent.

Item 7. Other

Debbie mentioned that there are presently 46 students registered for Fire Fighter I Academy.

Item 8. Adjournment

There being no further business, the meeting was adjourned at 2:47 p.m.