

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

**COLLEGE COUNCIL  
MINUTES  
February 14, 2017**

**The following members were present:**

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

**Absent:**

(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 2:04 p.m.

**Consent Agenda**

**Item 1. Approval of Minutes**

The minutes of January 24 were reviewed. Under Item 3 - Student Services 2017-2018 Resource Requests, Maria Fernandez is referred to as “Marie” and should be corrected.

It was moved and seconded (Collins/Green) to accept the minutes of the January 14, 2017, meeting with the change noted above. The motion carried with the following vote: 10 ayes, 0 noes, 0 absent.

**Regular Agenda**

**Item 2. Update on Instructional Equipment Budget 2015-2016**

Dr. Scott distributed a handout entitled, “Instructional Equipment Requests – 2015-2016.” He explained that the items on the list were all prioritized and purchased except for the recording software site license which was retracted by the music faculty. Also, the digital recording studio which was not ordered in 2015-2016 was moved to the Instructional Equipment Request list for 2016-2017. Dr. Scott distributed another document entitled, “Budget Status - 2016-2017 Budget Period.” He explained that in 2015-2016, there was a delay in completing the orchestra pit so \$38,760.23 was rolled over to 2016-2017. In 2016-2017, \$66,527.69 was allocated for instructional equipment for a total of \$105,287.92. If we deduct \$60,527.69 for the orchestra pit; \$3,382 for the orchestra pit final inspection; and \$2,500 for the digital recording studio, there is a balance of \$38,878.23 which will be used to fund the prioritized items on the Instructional Equipment Requests - 2016-2017. Scotty noted that the items on the Instructional Equipment Requests -2016-2017 list that were not funded this year would be placed on next year’s requests list.

**Item 3. Recommend Revisions of Board Policy**

Revisions to Board Policy 4025 were reviewed.

A motion was made and seconded (Vancil/Collins) to recommend acceptance of revisions to Board Policy 4025. The motion carried with the following vote: 9 ayes, 0 noes, 1, abstention, 0 absent.

**Item 4. Recommend Revisions of Administrative Procedures**

Revisions to Administrative Procedures 4025 and 6530 were reviewed.

A motion was made and seconded (Fernandez/Collins) to recommend acceptance of revisions to Administrative Procedures 4025 and 6530. The motion carried with the following vote: 9 ayes, 0 noes, 1, abstention, 0 absent.

**Item 5. Other**

The Administrative Resource Requests list for 2017-2018 was emailed earlier today for review prior to the meeting. Nancy Funk explained that she combined the program review requests from her area into one document. The list was then prioritized by an Administrative Service's prospective.

**1. Part-Time Yreka Technician**

Nancy noted that the part-time technician for Yreka was ranked number one due to the increase of technology being installed at this campus. Also, there is no backup for Larry Glenn, Systems Support Specialist for the Yreka Campus, when he is on vacation, off campus due to illness, or needs assistance.

**2. Color Printer – Business Office**

The auditors recommended that the Business Office print their evidence in color since it is harder to forge. Consequently, a new color printer will need to be purchased and their current printer relocated.

**3. Wireless**

Our current wireless system is close to capacity and needs to be replaced.

**4. Replace of Vintage 955 Tractor**

A new tractor will be purchase for the Weed Campus while the vintage tractor will be relocated to the Yreka Campus as they currently do not have equipment for snow removal, moving pallets of supplies, etc.

**5. Network Refresh**

The network was not placed on a refresh cycle. Therefore, it will take three years in order to complete the refresh. Going forward the network would then will be placed on a refresh cycle.

**6. Web Administrator**

Presently, we do not have a Web Administrator to manage our web presence. Therefore, this position will need to be hired.

**7. Standardized Model for New Hire Technology**

Technology Services would maintain a budget that will be used to purchase a standardized computer, monitor, and keyboard for new hires in lieu of each department budgeting for this expense.

**8. Projector Refresh**

The projectors were not placed on a refresh cycle. Therefore, it will take three years in order to complete the refresh. Going forward the projectors would then will be placed on a refresh cycle.

**9. Printer Refresh**

Our printers have not been placed on a refresh cycle and were purchased approximately ten years ago. They are past their useful life and are expected to begin breaking down. It will take two years in order to complete the refresh. Going forward the printers will be placed on a refresh cycle.

**Item 5. Other (Cont'd)**

**10. System Analyst/Programmer**

There is a need to hire an additional system Analyst/Programmer.

**11. Kiosk Computers and Printer for Student Center**

This item was on a previous resource request list and Nancy is not sure that this is the direction in which the College wishes to continue to go toward. Upon further discussion, this item might be removed from the list.

The Bookstore and Food Services resource requests were not included as they are enterprise funds. Improvements for these areas would be paid for out of the enterprise account funds. The Bookstore would like to purchase a device for wireless credit card purchases in order to sell items at the COS stadium during games/events. Food Services would like to do some additional remodeling to alleviate safety and health issues and gain efficiencies as well.

Due to the lack of Board Policies and Administrative Procedures to be reviewed, the next College Council meeting on Tuesday, February 21, will be canceled. College Council will resume meeting on Tuesday, March 14.

Individual reports were as follows:

**Scotty Thomason**

- The last two home games for basketball will be held tomorrow, Wednesday, February 15, at 5:30 p.m. and again on Thursday, February 16, at 5:30 p.m. The women's basketball team has only lost one game. Therefore, we are looking for a post-conference play for the Women's team.
- The budget managers and administrators have been requested to review their budgets and evaluate where they are as well as where they estimate they will be relative to their budgeted expenditures for the year. If there are some savings, we will use these funds to pay for items that were not in the budget originally or be carried into next year.
- Planning for the upcoming graduation ceremony has begun.
- The Presidential search is moving forward and the committee will begin screening applications after March 10.
- Next year's class schedules are being developed. With the approval of the compressed calendar a winter session is planned for next January.
- The Ford Family Foundation is giving COS \$67,000 for the Police Academy which we anticipate will be starting in the fall of 2017.
- A request was submitted to the Ford Family Foundation for a grant of \$200,000 a year that Dr. Scott and Dr. Taylor worked on together.
- There will be a Title III grant writing opportunity in the future.
- Dr. Scott traveled to SOU to discuss increasing our connections with them and the possibility of submitting a joint Title III grant.
- Scotty will be attending the Annual CEO Symposium at the end of next week.
- The San Francisco City College is now fully accredited again. Dr. Scott has been talking to their administration in regards to them resuming the management of the San Francisco Policy Academy.
- There is now a regular schedule for the Lodges to refurbish 15 rooms each year. This will involve new carpeting and furnishing as well as painting the rooms.
- JonJon, Assistant Director Student Housing, has been busy planning several student activities.

## **Item 5. Other (Cont'd)**

### **Calvin Wagner**

- Calvin stated that the Associated Student Board (ASB) is still encouraging students to sign up for Everbridge. He is also encouraging all students to spread the word.

### **Dawnie Slabaugh**

- Calvin Wagner is now working for Dawnie as a student worker. She stated that he gave a student a virtual tour of the campus via his phone. Her area is also putting together a new photo directory of campus classrooms and buildings. This will allow prospective students to see the views of the campus along with the different seasons.

### **Chris Wehman**

- Chris stated that the Information Technology Department is in the midst of several projects such as putting our website, banner, and eLumen on the cloud.

### **Maria Fernandez**

- Maria reported that Quest, an online readiness course, is up and will be piloted soon.

### **Chris Vancil**

- Chris shared that a draft of the Program Review process will be presented to the Academic Senate in March.
- Dr. Scott and Chris met and worked on fine-tuning REG365.
- The Planning Committee is working on an evaluation instrument.
- The Curriculum Committee is working through 60 course proposals. Former Curriculum Committee members are being asked to help in the tech review process to move these courses through the approval system.
- The Senate is working on revising the shared governance document and they are expecting to be given their proposed draft to Scotty in March.

### **Debbie Dutcher**

- Debbie shared that we are holding at 39 students in the Fire Academy.

### **Dr. Todd Scott**

- Dr. Scott has begun meeting with the disciplined faculty as they are preparing the schedule of classes for 2017-2018.
- While he was serving on an Institutional Effectiveness Partnership Initiative team, he spent time with a catalog specialist from a large district who stated that catalogs are no longer used for recruiting purposes and that the time and money spent in developing these publications is wasteful. Dr. Scott plans to eventually eliminate the printing of schedules and catalogs.
- Chris Vancil and Dr. Scott will be going to the Napa area for accreditation training.

### **Melissa Green**

- Each year a Student Planner is printed. Melissa is talking with Student Services to determine if the need for this handbook really exists as a lot of the information found in the Student Planner is also found in our catalog.

## **Item 6. Adjournment**

There being no further business, the meeting was adjourned at 2:51 p.m.