

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

**COLLEGE COUNCIL
MINUTES
September 5, 2017**

The following members were present:

Dr. Stephen Schoonmaker – Administration Representative
Theresa Richmond – 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

Absent:

Calvin Wagner – ASB Representative

Also Present:

Kent Gross – Director, Fiscal Services
Darlene Melby – Vice President, Administrative Services
Bart Scott – Director, Research & Evaluation
Dr. Zachary Zweigle – Dean, Instruction
Sheila Grimes – Recording Secretary

The meeting was called to order at 2:07 p.m.

Consent Agenda

Item 1. Approval of Minutes

It was moved and seconded (Collins/Dutcher) to accept the minutes of the May 23, 2017, meeting.

The motion carried with the following vote: 8 ayes, 0 noes, 1 absent.

Regular Agenda

Item 2. Accreditation Follow-Up Report

Dr. Scott noted that the Accreditation Follow-Up Report is due to the Accrediting Commission for Community and Junior Colleges (ACCJC) by October 1. This report is available online for viewing as well as for input from the campus community. The Follow-Up Report addresses the recommendations to meet the standards in question made by the External Evaluation Team eighteen months ago. Members of this team will be visiting us again on November 6 and November 7. Once College Council has reviewed and made suggested changes to this document, the Accreditation Follow-Up Report will go before the Board of Trustees next Tuesday for their approval.

Chris Vancil stated that Academic Senate reviewed the document this morning and gave it a “thumbs up.”

A motion was made and seconded (Fernandez/Collins) to recommend acceptance of the Accreditation Follow-Up Report. The motion carried with the following vote: 8 ayes, 0 noes, 1 absent.

Item 3. 2017-2018 Proposed Final Budget

Darlene Melby and Kent Gross provided the members of College Council with an overview of the 2017-2018 Proposed Final Budget noting the following items.

- An ending fund balance of \$15, 916,966 has been estimated.
- State apportionment had decreased due to a drop in the estimated ISAs for 2017-2018.
- A small COLA and one-time monies have been added to offset the PERS and STRS contributions and some operational expenses.
- Funding from the State for the Mandated Cost Block Grant has decreased since the funding has leveled.
- After revenues and expenditures are considered, the College shows a net income of \$4,805.
- We have the 5 percent for Mandated Reserves in addition to the Undesignated Reserve.
- A contingency fund of \$350,000. If we use the contingency fund, we will be in deficit spending which will decrease the reserve.
- We are projecting an \$11,392 loss in the Cafeteria Fund. The proposal this year is to review the business model to see if we can find efficiencies. We want to continue to meet the needs of the students but also be sustainable.
- A place holder for 100,000 (Schedule Maintenance/Instructional Equipment). Dr. Schoonmaker has requested need proposals from the Facilities Department and Instruction.
- Prop 39 Income is in its fifth and final year of funding. Facilities would like to use these funds for the boilers in Athletics.
- Contract Service Income of \$50,000 is from the NOLS Group.

Darlene noted that percentages have been added to the expense categories to reflect the ratio in relation to the total income. Each category was reviewed and questions were answered.

A motion was made and seconded (Collins/Richmond) to accept the 2017-2018 Proposed Final Budget. The motion carried with the following vote: 8 ayes, 0 noes, 1 absent.

Item 4. Planning by Design

Bart Scott reported that the Planning by Design document has been reviewed by Instruction Council, Student Services Council, Planning Committee, and Budget Committee. Suggestions from these committees have been incorporated into the Planning by Design document. One last correction will be the removal of the arrows of page 18 of this report. In keeping with the recommendations made by the visiting Accreditation Team, transparency has been increased and we have integrated the program review cycle to feed into the budget rather than have it occur after the budget was created.

A motion was made and seconded (Vancil/Fernandez) to recommend acceptance of the Planning by Design document. The motion carried with the following vote: 8 ayes, 0 noes, 1 absent.

Item 5. Technology Plan

The visiting Accreditation Team recommended that a Technology Plan be created based on appropriate data, assessment, and dialog. With the resignation of Eric Houck, Interim Director of Information Technology, and the appointment of Chris Wehman to this position, the Technology Plan is in draft form. This document has been widely distributed electronically to the campus community for input.

A motion was made and seconded (Fernandez/Collins) to recommend acceptance of the Technology Plan. The motion failed.

Item 5. Technology Plan (Con't)

A substitute motion was moved and seconded (Vancil/Collins) to table this item until the next College Council meeting to allow additional time to finalize the Technology Plan. The motion carried with the following vote: 8 ayes, 0 noes, 1 absent.

Item 6. College Council Charge and Work Plan

Since this is the first meeting of the academic year, Dr. Schoonmaker would like the members of this body to review the charge of College Council. He then read the Council's charge as stated on the today's agenda.

This year, the Council will be reviewing Board Policies (BPs) and Administrative Procedures (APs) from Chapter IV: Academic Affairs. We will also finish up reviewing BPs and APs from Chapter III: General Institution and begin reviewing BPs and APs from Chapter VII: Human Resources.

As the Council continues to work on the governance and structure as a group, this will inform the Council's charge.

Item 7. Governance/Committee Structure

With the implementation of the compressed calendar, the number of College Council meetings has been reduced. Therefore, the Council agreed to increase the length of the meetings from one and one-half hours to two hours. During this academic year, the Council will review our governance structure.

Item 8. 2017-2018 Physical Plant and Instructional Support – Certification and Allocations

Darlene noted that the State has given the College \$182,618 to be used for scheduled maintenance/instructional equipment. We have the authority to decide how to distribute the funds between these two areas. However, we need to let the State know by September 15, if we plan to use any of the funding on facilities.

Dr. Todd Scott distributed a list of Instructional Equipment requests that were recently reviewed by Instruction Council. Upon reviewing the requests, Dawnie noted that many of the requests are below \$1,000 which would qualify them for mini-grants. She noted that mini-grant requests are due in the Foundation Office by Friday, September 15, by 3:30 p.m. Dawnie will send an email to remind everyone of this opportunity and contact Vickie Donaldson to see who requested items that amount to \$1,000 or less.

A motion was made and seconded (Vancil/Collins) to recommend 100 percent of the funding to be allocated to instructional equipment. The motion died.

A substitute motion was moved and seconded (Vancil/Richmond) to award \$55,000 for scheduled maintenance and \$127,618 to Instructional Equipment. The motion carried with the following vote: 8 ayes, 0 noes, 1 absent.

Item 9. Other

- If anyone has an issue they would like to discuss at College Council, please let Sheila know by the Thursday prior to a scheduled meeting so that the item can be placed on the agenda.

Item 10. Adjournment

There being no further business, the meeting was adjourned at 3:50 p.m.