

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

**COLLEGE COUNCIL
MINUTES
September 12, 2018**

The following members were present:

Dr. Stephen Schoonmaker – President
Hallie Coppi – Faculty Representative
Jayne Turk – Faculty Representative
Emma Furman – Student Representative
Christina Van Alfen – ASM Representative
Josh Collins – Classified Representative
Debbie Dutcher – Classified Representative
Darlene Melby – Administration Representative
Theresa Richmond – Administration Representative

Absent:

Stephanie Wroten – ASM Representative
Jesse Mullin – Student Representative

Also Present:

Eric Rulofson, Director – Facilities
Sheila Grimes – Recording Secretary

The meeting was called to order at 3:33 p.m. by Dr. Schoonmaker.

Reports/No Action

Item 1. Council Introductions

Council members introduced themselves and noted which campus group they were representing.

Item 2. Meeting Dates and Time Review

Dr. Schoonmaker noted that College Council is scheduled to meet on the 2nd and 4th Wednesday of the month from 3:30 p.m. until 5 p.m. for the fall semester.

Item 3. Council Charge Review

The Council reviewed and discussed the committee's charge and decided not to make any amendments. Therefore, the charge will remain as follows:

“College Council is the primary participatory governance group whose mission is to engage constituent groups in decision-making processes on matters of institutional significance.”

Item 4. Evaluation – Council Goals for 2018-2019

Dr. Schoonmaker requested that the Council review the goals listed in last year's annual report and bring forth ideas for additional goals to the next meeting to discuss.

Item 5. Topics for the Fall and Year

Dr. Schoonmaker reviewed and provided a brief explanation to the Council of the following meeting topics for the fall and year:

- Governance Model Finalization
- Employee Compensation
- Revision of AP 2510 – Participation in Local Decision Making
- Continuing working on Board Policies and Administrative Procedures
- Food Service Presentation

It was suggested to add the following topic to the above list.

- Reviewing the Board Policy and Administrative Procedures on Nepotism (BP/AP 7310)

Item 6. Board Policies/Administrative Procedures

Sheila Grimes stated that there are seven chapters of Board Policies (BP) and Administrative Procedures (AP) which are reviewed on a five-year cycle. Currently, we are a little behind in our reviewing cycle as Chapter Three – General Institution was slated to be reviewed in 2016-2017 and there are several BPs/APs that are still outstanding. Chapter Four – Academic Affairs was set to be reviewed in 2017-2018 and again there are several BPs/APs that have yet to be reviewed. This year, Chapter Five – Student Services BPs and APs are up for review. The Community College League of California (CCLC), a policy and procedure service in which the College subscribes, emails updates twice a year which are based on recent legislation reflected in law, the addition of policy references, and/or corrections. Dr. Schoonmaker stated that completing the backlog of BPs/APs is one of this year's goals for President's Cabinet.

Consent Agenda

Item 7. Approval of Minutes

It was moved and seconded (Turk/Dutcher) to accept the minutes of the May 16, 2018 College Council meeting. The motion carried with the following vote: 6 ayes, 0 noes, 2 abstain, 2 absent.

It was moved and seconded (Collins/Richmond) to accept the minutes of the August 29, 2018 College Council meeting. The motion carried with the following vote: 8 ayes, 0 noes, 2 absent.

Regular Agenda

Item 8. Physical Plant and Instructional Support Allocation

Darlene Melby explained that every year the State decides if funds will be distributed to the community colleges to be used for instructional equipment and/or the physical plant. If funds are received, funding requests from these two areas are shared with Integrated Planning and Budget (IPB) and College Council so they can recommend which projects should be funded. She noted that this year, the College received from the State \$62,426. Eric Rulofson, Director- Facilities, explained that \$40,000 of these funds is needed to repair and recoat the Gymnasium's roof as it is leaking and could possibly damage the newly refinished floor. Darlene explained that all the items on the Instructional Equipment Requests were carried over from last year except for the installation of the gas kiln, which is estimated at \$2,950 and actually should fall under facilities. In reviewing this list at IPB, Wayne Keller, Director – Information Technology, stated that the Science area's request for 24 laptops amounting to \$22,992 could be funded with the Information Technology refresh money. In order for the College to receive these funds, Eric will be submitting a proposal to the State on Friday.

Item 8. Physical Plant and Instructional Support Allocation (Cont'd)

It was moved and seconded (Collins/Turk) to approve \$42,950 for physical plant (roof and kiln) and designate the remaining balance of \$19,476 to instructional equipment. The motion carried with the following vote: 8 ayes, 0 noes, 2 absent.

Item 9. Other

Beginning with the next agenda Future Agenda Items will be added to the “other” section.

Item 10. Adjournment

There being no further business, the meeting was adjourned at 4:58 p.m.