

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

**COLLEGE COUNCIL
MINUTES
October 10, 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
Stephanie Wroten – ASM Representative
Josh Collins – Classified Representative
Debbie Dutcher – Classified Representative
Darlene Melby – Administration Representative
Theresa Richmond – Administration Representative

Absent:

(Currently one Student Representative Position is vacant.)

Also Present:

Jude Baldwin, Librarian
Melissa Green, Vice President – Student Services
Meghan Witherell, Director – Admissions and Records
Sheila Grimes – Recording Secretary

The meeting was called to order at 3:32 p.m. by Dr. Schoonmaker.

Consent Agenda

Item 1. Approval of Minutes

It was moved and seconded (Collins/Turk) to accept the minutes of the September 26, 2018, College Council meeting. The motion carried with the following vote: 8 ayes, 0 noes, 1 absent. (Stephanie Wroten was not present at the time the vote was taken.)

Regular Agenda

Item 2. Council's Goals for 2018-2019

College Council's reviewed their goals for 2018-2019. Upon discussion of these goals, the following changes were suggested:

- Remove goal number one, as it is not a goal but the Council's charge.
- Renumber the remaining goals (1-4).

It was moved and seconded (Collins/Dutcher) to approve the amended Council's goals for 2018-2019. The motion carried with the following vote: 8 ayes, 0 noes, 1 absent. (Stephanie Wroten was not present at the time the vote was taken.)

Item 3. Recommend Review of Revised Board Policy

Revised Board Policy (BP) 2100 was reviewed.

A motion was made and seconded (Collins/Van Alfen) to recommend acceptance of revised Board Policy 2100. The motion carried with the following vote: 8 ayes, 0 noes, 1 absent. (Stephanie Wroten was not present at the time the vote was taken.)

Item 4. Recommend Adoption of New Board Policy

Dr. Schoonmaker explained that the newly proposed Board Policy 3251 establishes the concept of an Institutional Review Board for research requests. New Board Policy 3251 was reviewed.

A motion was made and seconded (Collins/Van Alfen) to recommend adoption of new Board Policy 3251. The motion carried with the following vote: 9 ayes, 0 noes, 0 absent.

Item 5. Recommend Adoption of New Administrative Procedures

New Administrative Procedure (AP) 3251 was reviewed.

The revisions listed below were suggested for AP 3251:

- First paragraph, first sentence delete “are strictly separate from” and in its place add “**may be ancillary to.**”
- First paragraph, last sentence add “**a Board Policy, Administrative Procedure, or**” so that the sentence reads as follows: Similarly, no compensation shall be granted by the District to any employee upon the creation or dissemination of any research project except that which has been addressed in a Board Policy, Administrative Procedure, or in bargaining agreements.

A motion was made and seconded (Collins/Van Alfen) to recommend adoption of new Administrative Procedure 3251. The motion carried with the following vote: 9 ayes, 0 noes, 0 absent.

Item 6. Library Services Platform

Jude Baldwin, Librarian, presented a PowerPoint on the proposed Statewide Library Services Platform (LSP) Project. The LSP is software that manages user accounts, contains all the information about our collections, integrates online and physical materials, and runs the library catalog. Jude provided the Council with the pros and cons of this proposed project. She also stated that purchasing this software as part of a consortium would save money in future years for the College, especially if the State approves funding for five additional years. Jude noted that if the College would like to take part in the LSP project, a contract would need to be signed and submitted prior to the end of this month.

A motion was made and seconded (Collins/Wroten) to recommend approval to join the consortium to purchase the new Library Services Platform. The motion carried with the following vote: 9 ayes, 0 noes, 0 absent.

Item 7. Governance Model Finalization

Dr. Schoonmaker noted that the membership of the Administrative Support Management (ASM) group does not include vice presidents or deans. Therefore, the membership of President’s Cabinet will be changed to include all administrators on a contract. The Governance Model is a living document and will continue to change as needed.

Item 7. Governance Model Finalization (Cont'd)

A motion was made and seconded (Collins/Richmond) to recommend approval of the Governance Model. The motion carried with the following vote: 8 ayes, 0 noes, 1 abstention, 0 absent.

Item 8. Mandated Reporter Age Identification

Meghan Witherell distributed a packet of information in reference to listing a student's date of birth on class rosters. She stated that FERPA defines "directory information" as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Typically, "directory information" includes information such as name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, and date of attendance. Meghan stated that as the FERPA Officer for the College, she notifies all registered students via email at the beginning of each semester of their FERPA rights. If the College decided to list the birthdates of students on rosters, students would be notified via email. However, if a student chooses not to release their directory information, their birthday would not appear on the class roster.

After much discussion, Dr. Schoonmaker requested that Theresa create a blue ribbon group to investigate all of the issues associated with Mandated Reporting. Appointed members of this group include Theresa Richmond, Meghan Witherell, Jayne Turk, and Patrice Thatcher. This group should be prepared to share information on this subject during on next Planning Day which is scheduled for Friday, December 14.

Item 9. Mandated Reporter Training

Jayne requested that our part-time faculty have training on Mandated Reporting. It was also requested to have more in depth Mandated Reporter Training for all COS employees.

Item 10. Cost Containment

In an effort to control the College's expenses, we are asking for creative ideas to contain the cost of performing our operations. There will be periodic opportunities for the College to discuss cost containment in different venues. Once these ideas funnel to College Council, they will be directed to the appropriate area for further exploration.

Item 11. Other

• **Future Agenda Items**

- *Employee Compensation*
- *Revision of AP 2510 – Participation in Local Decision Making*
- *Continuing work on BPs and APs*
- *Food Service Presentation*
- *Review Nepotism Policy and Procedures (BP/AP 7310)*

Item 12. Adjournment

There being no further business, the meeting was adjourned at 5:06 p.m.