

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

**COLLEGE COUNCIL  
MINUTES  
October 24, 2018**

**The following members were present:**

Dr. Stephen Schoonmaker – President  
Hallie Coppi – Faculty Representative  
Jayne Turk – Faculty Representative  
Christina Van Alfen – ASM Representative  
Debbie Dutcher – Classified Representative  
Theresa Richmond – Administration Representative

**Absent:**

Josh Collins – Classified Representative  
Emma Furman – Student Representative  
Darlene Melby – Administration Representative  
Stephanie Wroten – ASM Representative  
(Currently one Student Representative Position is vacant.)

**Also Present:**

Melissa Green, Vice President – Student Services  
Desiree Kaae, Executive Assistant I – Vice President Administrative Services  
Sheila Grimes – Recording Secretary

The meeting was called to order at 3:35 p.m. by Dr. Schoonmaker.

**Consent Agenda**

**Item 1. Approval of Minutes**

It was moved and seconded (Turk/Richmond) to accept the minutes of the October 10, 2018, College Council meeting. The motion carried with the following vote: 5 ayes, 0 noes, 4 absent.

**Regular Agenda**

**Item 2. Cost Containment Ideas**

Every month on the fourth Wednesday, the College Council agenda will include an item entitled “Cost Containment Ideas.” This will allow for an opportunity to share ideas on how we can contain our operational costs.

The following cost containment ideas were shared:

- Remove garbage cans and recycling cans from offices and classrooms. In turn, create garbage and recycling centers in the hallways of each building. This idea would save the custodial crew countless person-hours and allow them time to work on other projects.
- What is done with the leftover food in Food Services? Could that food be donated? It was proposed to review the overhead costs in Food Services and determine what is our food waste percentage.

**Item 2. Cost Containment Ideas (Cont'd)**

- In lieu of contracting out for special services, explore the possibility of a flexible job description or a pre-determined working out-of-class agreement for staff members who have special skills outside of their job description.
- Grant funding should reimburse the District for any labor completed by a COS employee for a grant funded project.
- Improve efficiencies in regards to reissuing full-time and part-time faculty contracts.
- Human Resources will be applying for a Foundation Mini grant in which to purchase three iPad Pros for employees to access HireTouch in lieu of printing out application packets.
- Explore charging students a fee for using COS printers.
- Set all computers to automatically print two-sided.
- Explore flexible scheduling in lieu of hiring additional staff.

Dr. Schoonmaker encourage everyone to brainstorm with their constituent groups for additional cost containment ideas.

**Item 3. Process for Board Policies/Administrative Procedures**

Desiree provided an overview of the process for updating and approving Board Policies and Administrative Procedures. This process is outlined in the following meeting materials which accompanied the agenda:

- Status of all Board Policies and Administrative Procedures (Chapter I through Chapter 7)
- Board Policies and Administrative Procedures Calendar for Review/Revision
- Board Policies and Administrative Procedures Annual Review and CCLC Updates
- BP/AP Annual Review/League Update Approval Tracking Form
- 2018-2019 Meetings to Approval AP's and BP's

**Item 4. Revision of AP 2510 – Participation in Local Decision Making**

A rough draft of AP 2510 – Participation in Local Decision Making was distributed and reviewed.

The following amendments to AP 2510 were suggested:

- Under Section II, third paragraph, first sentence insert “agenda and” between viewable and minutes.
- Under Section V, first sentence and second sentence remove the two occurrences of the term “seniors.”
- Under Section VII, first sentence, insert a space between CSEA and is. Second sentence insert “bargaining unit” after CSEA.
- Under Section VIII, second sentence, insert “bargaining unit” after Association.

Policy Reference Language will be checked against AP 2510 and brought back to the next College Council meeting for review. If anyone has any additional suggested edits please email them to Dr. Schoonmaker.

**Item 5. Other**

- **Future Agenda Items**
  - *Employee Compensation*
  - *Continuing work on BPs and APs*
  - *Food Service Presentation – 11/14/201*
  - *Review Nepotism Policy and Procedures (BP7/AP 7310)*

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

Theresa Richmond reported that she spoke with Nancy Miller regarding documentation for faculty to use original scholarship towards column movement. This information was previously documented in the Faculty Handbook but has since been removed. Discussions will be held as to whether to add this documentation to the Faculty Handbook or to the CTA Collective Bargaining Unit Handbook. In the meantime, Theresa will email information on this subject to the faculty.

Dr. Schoonmaker shared that space at the Weed Campus is an issue. Therefore, he has requested that Space – The Final Frontier be added to the next Expanded President's Cabinet agenda for discussion.

**Item 6. Adjournment**

There being no further business, the meeting was adjourned at 5:13 p.m.