

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

**COLLEGE COUNCIL  
MINUTES  
March 13, 2019**

**The following members were present:**

Darlene Melby – Administration Representative  
Theresa Richmond – Administration Representative  
Hallie Coppi – Faculty Representative  
Jayne Turk – Faculty Representative  
Josh Collins – Classified Representative

**Absent:**

Dayna Avery – Student Representative  
Debbie Dutcher – Classified Representative  
Dr. Stephen Schoonmaker – President  
Christina Van Alfen – ASM Representative  
Stephanie Wroten – ASM Representative  
(Currently one Student Representative Position is vacant.)

**Also Present:**

Dr. Carole Bogue, Interim Vice President – Instruction  
Melissa Green, Vice President – Student Services  
Dr. Doug Haugen, Director – Student Housing  
Sheila Grimes – Recording Secretary

The meeting was called to order at 4:03 p.m. by Darlene Melby.

**Consent Agenda**

**Item 1. Approval of Minutes**

It was moved and seconded (Collins/Turk) to accept the minutes of the February 27, 2019, College Council meeting. The motion carried with the following vote: 5 ayes, 0 noes, 4 absent.

**Regular Agenda**

**Item 2. Reminder – Review of BPs and APs – Chapter 3 – April 10**

As was mentioned at the last meeting, it is the goal of College Council to review all of the outstanding Chapter 3 Board Policies (BPs) and Administrative Procedures (APs) at the next meeting on Wednesday, April 10. Darlene mentioned that it is important that we stay on task regarding this deadline as we will have our midterm visit from ACCJC (Accrediting Commission for Community and Junior Colleges) next year and they will be checking to see if our BPs and APs have been recently reviewed and are up to date.

**Item 3. Proposed 2019-2020 Room and Meal Rates**

Dr. Haugen reviewed the proposed 2019-2020 room and meal rates with the Council. He stated that the rates they are proposing are the same as they are for this current year (2018-2019). Even though costs for food and staffing have increased, we are still able to charge the same rates as the current year due to the increased occupancy in the Lodges.

It was moved and seconded (Collins/Richmond) to recommend approval of the proposed 2019-2020 Room and Meal Rates. The motion carried with the following vote: 5 ayes, 0 noes, 4 absent.

**Item 4. My Navigator Signage**

Josh Collins noted that the vinyl signage displayed on the pathway lighting poles is in need of updating. Currently, those banners advertise “My Navigator” and this program is no longer in use at COS. As Dawnie Slabaugh is currently working on a branding campaign, Josh will contact her regarding this issue.

**Item 5. Automatic Lights**

Josh noted that the topic of automatic lights is a cost containment idea. He believes that our restrooms should be upgraded with LED automatic lights. Also, campus lighting should transition to LED lighting. Darlene will follow up with Veronica Rivera, Interim Director – Facilities, regarding what areas of the campus should transitioned to LED lighting.

**Item 6. Student Email Policy Update**

Presently, a great deal of faculty and staff communicate with students through their personal email account which could be a FERPA violation. A focus group was formed to review the student email policy. Upon review of this policy, the focus group believed that the policy was fine except when a student is assigned a COS email account. Currently, a COS email account is assigned to students at the point of registration. The COS community needs to be reeducated to use a students’ “mySiskiyou” email account rather than their personal email account. The Council had many suggestions such as a student should be assigned a “mySiskiyous” email account once they apply, students should be allowed to modify their email name, etc. Darlene will reconvene the Student Email Policy Focus Group to recommend solutions to this problem. If you would like to be part this group, contact Darlene.

**Item 7. Cost Containment Ideas**

Jayne Turk noted that faculty and staff in the Distance Learning Center are taking part in a program entitled, “Pack It In – Pack It Out.” She noted that COS has increased the number of buildings on campus; however, the number of employees in our Maintenance Department have not been increased. Jayne mentioned that the Academic Senate would soon be voting on this issue. Darlene will talk with Veronica Rivera directly and also place this topic on next week’s agenda for Administrative Services.

**Item 8. Other**

Jayne Turk requested that Employee Compensation be added to the April 10 agenda.

Theresa Richmond has been working on researching other college’s nepotism policy and procedures. She will soon bring this information to College Council.

➤ **Future Agenda Items**

- *Review of BPs and APs – Chapter 3 – April 10*
- *Develop an Internal Evaluation*
- *Review of Administrative Procedure 2510 – March*
- *Governance Model - April*
- *Employee Compensation*

➤ **On-Going Agenda Items**

- *Continuing work on BPs and APs*
- *Review Nepotism Policy and Procedure (BP/AP 7310)*

**Item 9. Adjournment**

There being no further business, the meeting was adjourned at 4:57 p.m.