



# COLLEGE COUNCIL MINUTES

**Wednesday, Aug. 28 2019**  
**3:30 - 5:00 pm**  
**Board Room**

✓ **Dr. Stephen Schoonmaker - President**

- ✓ Josh Collins – Classified Rep.
- ✓ Debbie Dutcher – Classified Rep.  
Bela Fujimoto – Student Rep.
- ✓ Darlene Melby – Administration Rep.  
Theresa Richmond – Administration Rep.

- ✓ Patrice Thatcher-Stephens – Faculty Rep.
- ✓ Jayne Turk – Faculty Rep.
- ✓ Chris Wehman – ASM Rep.  
Stephanie Wroten – ASM Rep.
- ✓ Debbie Goltz (Minutes)

Also Present:

- Melissa Green, Vice President – Student Services
- Char Perlas, Vice President – Academic Affairs

**Committee's Charge**

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

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The meeting was called to order at 3:30 by Dr. Schoonmaker

**Item 1. Approval of Minutes**

It was moved and seconded (Collins/Thatcher-Stephens) to approve the minutes of the May 23, 2019 College Council meeting as presented. Motion carried with 6 ayes, 0 noes, and 1 abstention.

**Item 2. Receiving Reports from Governing Councils and Committee Chairs**

- Administrative Services Council -- No meeting has been held.
- Instruction Council -- No meeting has been held.
- Integrated Planning and Budget – VP Melby reported that IPB met on August 22<sup>nd</sup> to approve and move forward the final draft of the 2019/2020 budget. They reviewed the entire budget, showing the differences between tentative and final.
- President's Cabinet – Dr. Schoonmaker reported the following from today's Cabinet meeting:
  - Set agenda items for All-College meeting on 9/6
  - Discussed the Cabinet's goals and participatory governance.
  - Dr. Perlas presented Road Trip Nation, which is a career site through the Chancellor's Office for students who aren't sure about a career path. The College can tailor our site to include our guided pathways and meta-majors. They offer three years of free access. Participation in this program gets us linked to an online college fair.
  - Complete College America 2019 Convening is December 12-14 in Phoenix, AZ and we will be sending a team of five with hopefully at least one faculty member.
- Student Services Council – There was no report from Student Services Council.

**Item 3. Continuous Quality Improvement (CQI) Committee Charge**

Dr. Schoonmaker reviewed the history and content of the CQI Committee Charge. To minimize the proliferation of college committees, CQI and Accreditation efforts were combined. Last spring College Council was identified to serve also as CQI, including a discussion about having a charge. A draft charge was shared on May 23<sup>rd</sup> but there was not an adequate amount of time given to prepare for discussion.

Dr. Schoonmaker asked the Council members to come to the September 11<sup>th</sup> meeting prepared to discuss the draft charge and any revisions to accurately reflect the College Council's oversight role for institutional effectiveness and continuous quality improvement.

This year's efforts of the Midterm Report Taskforce would logically fall under CQI, or the College Council. While the taskforce would include expertise from throughout the College community, the draft and final versions of the report would flow through the College Council as one of its subcommittees or subgroups.

#### **Item 4. Midterm Report Taskforce**

Dr. Perlas spoke to the Council regarding the midterm report. She has had the chance to do a deep-dive into what is required by ACCJC and review the Actionable Improvement Plan (AIP) details from 2017. As Accreditation Liaison Officer (ALO), Dr. Perlas is assembling a midterm report taskforce to ensure we have the right personnel providing the information needed. The following staff and faculty members will serve as the core members of the taskforce, with additional members added as the need arises:

Dr. Schoonmaker	Jayne Turk
Elaine Eldridge	Kent Gross
Dennis Roberts	Nathan Rexford
Melissa Green	Darlene Melby

A motion was made and seconded (Turk/Dutcher) that this initial taskforce be formed with the list of names as Dr. Perlas put forward. The motion carried with a unanimous vote.

#### **Item 5. Review and Adoption of College Council's Goals for 2019/2020**

Dr. Schoonmaker reviewed the goals set forth in the 2018/2019 Annual Report and Evaluation for the 2019/2020 year:

- 1. Finalize Governance Document**
- 2. Establish Continuous Quality Improvement (CQI)**
- 3. Determine sequencing of documents with the councils/committees**
- 4. Encourage timely review of Board Policies and Administrative Procedures throughout the year.**

Discussion was held regarding SMART (Specific, Measurable, Attainable, Relevant, and Timely) goals and if the goals presented need to be more specific and measurable. It was suggested that the spreadsheet of BP/AP progress through the revision and approval system be shared with everyone. The addition of a fifth goal was suggested by Patrice Thatcher-Stephens: **"5. Review the process for creating goals that are SMART-specific."**

It was moved and second (Turk/Collins) to accept the goals as written with the addition of the fifth goal as noted. The motion carried unanimously.

#### **Item 6. Other**

- Future Agenda Items – The following items were suggested for future agendas:
  - Compensation philosophy
  - Cost containment
  - CQI (Sept. 11)
  - SLO Handbook after it goes through Instruction Council
  - Participatory governance with AP 2510 – This will come to College Council first and then go out to the Senates and ASB, returning to the Council by the second meeting in October.
- On-Going Agenda Items
  - Continuing work on BPs and APS – We need to inventory what BPs and APS have gotten hung up in the process and get them moved through.

**Item 7. Next Council Meetings**

- Wednesday, September 11 – We will meet in the Board Room unless we need to video conference with Yreka. Members will come to the meeting with their calendars so we can set the Yreka meeting dates for this semester.
- Wednesday, September 25

**Item 8. Adjournment**

Josh Collins made the motion to adjourn at 4:22 p.m.

Respectfully submitted,

Debbie Goltz  
Recording Secretary