

Contra Costa College  
2600 Mission Bell Drive  
San Pablo, CA 94806

COLLEGE COUNCIL MINUTES  
October 15, 2008  
2:30 p.m. AA-142 Applied Arts Building

Present: Classified: John Christensen, Joyce Edwards, Mercy Pono, Teresina Steffes  
Faculty: Richard Akers (Chair), Lee Brellie, Vern Cromartie, Leverett Smith, Wendy Williams  
Management: Helen Kalkstein, Mariles Magalong, McKinley Williams  
Students: Jeanelle Hope, LaTanya Mosley, Yibo Sun  
Absent: Alma Cardenas, Carol Maga  
Guests: Linda Cherry, Tim Clow, Donna Floyd, Michele Jackson, Bruce King, Zolayma Martin  
Accreditation team visitors: Linda Chaparro, Roberta Eisel, Charles Meng, Victoria Morrow,

1. **Call to Order** - The meeting was called to order by Chair, Richard Akers at 2:35 p.m.

#### CONSENT AGENDA - ACTION ITEMS

2. **Approval of Agenda** - The agenda was approved with the exception of moving Item #5 to the front so Zolayma Martin and Helen Kalkstein could attend another meeting. Mack presented Zolayma with a plaque on behalf of management to honor her as the Classified Employee of the Fall 2008 semester. Not only does Zolayma work for the CLASS Division, she serves anyone and everyone who needs assistance on the bottom floor of the Liberal Arts Building. Students and faculty all appreciate her helpfulness and her pleasant way of dealing with people. Mack also presented Zolayma with a luncheon certificate for two to the Three Seasons Restaurant.
3. **Approval of Minutes from September 10, 2008** - The minutes were approved.

#### ACTION ITEMS REMOVED FROM CONSENT AGENDA

#### NONCONSENT AGENDA - ACTION ITEMS

4. **Permanent Campus Memorial for Martin Padilla Revised College Policy C3018 – Facilities and Properties Naming Guidelines**—A revised policy by Lee Brellie and Richard Akers was distributed. The original two-year waiting period has been changed to six months to two years. There was some discussion about a caveat statement being added to the requirement listed in B as there were no proposed changes to this section. There was question about the word "lifetime" in the proposed change to IV. A.2.: *The person or persons, organization, or corporation made a lifetime commitment of service to the institution or a ....* Other words suggested in place of "lifetime" were "substantial" or "major" or "superlative." Mercy thanked Lee and Richard for working on the policy. There was some question if a decision is not made in two years, then is the proposal dead? It was suggested to remove the "two years" and just leave the "six months" in the revision to IV.C. 1.: *Decisions will be finalized between six months and two years of the person's death.* It was further decided to omit the finalization part of that section so it should now read: *No request will be finalized until after six months of mourning.* The discussed adjustments will made to the policy and the document will be brought back for a second read at the next meeting. Wendy asked if we should change section IV.C.3 to six months for consistency to mach the IV.C. It was agreed that we omit the newly added: *However, in special cases or in times of tragedy, the College Council may, in its considered judgment, propose exceptions to this policy* from the end of the document.

**INFORMATION /DISCUSSION**

5. **College Hour - Continued Discussion** – Richard said we have done a little bit of homework since last month on this topic. Richard said the discussion at Academic Senate meeting was not favorable on this subject. Leverett said faculty have structural difficulty with the idea as many of the science classes have lab times in the afternoons. Joyce asked about the feasibility of culinary arts students participation in a college hour if it is scheduled during or around lunch time. Wendy suggested not having afternoon classes start until 1:40 p.m. in order to accommodate labs. Richard suggested having a college hour on Friday. Jeanelle said a lot of students are not here on Fridays and students have requested a college hour on Wednesdays at 12:30 to 1:30 p.m. Wendy said it would have to be on Monday and Wednesdays in order to fit into the schedule. Mack said management supported the concept of a college hour. Jeanelle said most of the students are here from 11:00 to 2:00 p.m. The students put forth a specific proposal. Richard said we will table the discussion and continue next month. Mercy suggested there be some discussion between ASU and Academic Senate. Richard invited Jeanelle to the next Academic Senate meeting. There was discussion about having a college hour on a Monday so as to include the Culinary Arts students. Jeanelle will modify the proposal and bring it to the Academic Senate.
  
6. **Remodel and Other Measure A Activities** – Mack spoke in Carol's absence. The football field is all torn up and in the process of being refurbished. The football facility will also have a new entryway. Interactive Resources has been identified as the AA Building architect. Speech will be moved downstairs in the AA Building and will have a room with video equipment so students may video their speeches. Upstairs in the AA Building, the former skills center will soon accommodate the math department. BFGC has been identified as the architect for the Music Building. They are the same company who refurbished the CTC. The HVAC on the biology building is going to be done but the timeframe may be hindered slightly due to occupancy during the construction. We have to have this project approved by the Department of State Architect in order to have this project completed. Mack just approved the repaving of four parking lots: Lot 2, Lot 3, Lot 5, and Lot 14. We are still in discussions with the district regarding the parking lot fees as the repaving costs are coming from the bond. There will be a staging area on campus for the removal of the Humanities Building. Mercy again asked if panic buttons will be installed in the Financial Aid and EOPS offices. Mack said for the building, DSPS, Counseling and the Cashier's Office will all have panic buttons--a total of seven. There will also be a remote panic button for use by a manager. Also, there will be security cameras installed. Linda suggested we think about the naming of our new classroom building as it is an optimal opportunity for fundraising.
  
7. **Classroom Security** – Richard Akers said this issue is something we have grappled with on the Safety Committee for years. He feels teachers should have the ability to secure their classroom. We currently do not have a good policy for collecting keys. Do we want to have specific hours and designated classrooms for students to "linger and learn?" Wendy brought up classroom shootings and the ability to secure a classroom. Leverett said smart classrooms should be equipped with panic buttons. Mack said we addressed this issue in President's Cabinet and decided to forward it to the Safety Committee. It was decided we will install a key card system with the new buildings. It would cost too much to retrofit all of the existing buildings with a card system at this time. Richard said he is a proponent of the key card system. The SSC building is equipped with a key card system. Wendy suggested we ask employees for a deposit before issuing keys or charging employees that don't return keys.. Mercy said could we check out the

legality of holding paychecks in order to return keys. Mack said he will get something in writing about the legality of holding employees' paychecks. Lee Brelie said we need more panic buttons for problems that occur at night. Wendy suggested having phones in the classrooms. Mack said we should let the Safety Committee develop a resolve for this problem.

8. **Reports from Constituency Groups** –Mercy said classified senate had a luncheon last week where Donna spoke about accreditation. Nov. 7<sup>th</sup> is slated for their district-wide senate meeting. Jeanelle said tomorrow they are having the Rock the Vote event from 11:00 to 1:00 p.m. The candidate event begins at 6:30 to 7:30 p.m. Mack reported at the last management meeting they talked about the accreditation visit and also their process for selecting the classified employee award. Richard said at the Academic Senate they had Laurie Lema, from DVC's Academic Senate, attend the meeting. They are having their sister academic senate leaders visit each other's meetings. They also talked about the upcoming accreditation. Joe Ledbetter suggested combining the process for program review, content review, SLO's.
9. **Announcements** –Joyce said ABC News will be on campus tomorrow to feature The Three Seasons restaurant and its popularity during these tough economic times. On October 25, culinary will send four students to Italy. The students are very excited, needless to say. All expenses are paid for these students from the Food and Wine event this year. Mercy said we need to congratulate Culinary for their efforts in the local Crabby Chef competition.

Richard said he is putting a new form of media on the academic senate website – video minutes. The goals of the senate for the semester and outcomes as the end of the semester will also be available by video. Richard said not everyone has capability to view these videos. Mercy asked if Richard could help classified do a video links for them as well. Richard said he is also going to help ASU move to this form of media.

Mack asked the present accreditation team members if they had any questions. Dr. Morrow wanted to know if our meetings were typically like this one. Mack responded yes. Roberta Eisel wanted to know if we always met in a classroom. Richard responded yes.

10. **Next Meeting – November 12, 2008**
11. **Adjournment** – Richard adjourned the meeting at 3:42 p.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President