

Present: Kelly Ramos, Shondra West

Faculty: Bonnie Holt

Managers: Karl Debro, James Eyestone, Donna Floyd, Mariles Magalong, Denise Noldon

Students: Ysrael Condori

Guests: Bruce King, Priscilla Leadon

Absent: Alma Cardenas, Beth Goehring, Wayne Organ, Jasmine Ramezanzadeh, Seti Sidharta, Kenyetta Tribble, Wendy Williams,

1. **Call to Order** - Shondra called the meeting to order at 2:02 p.m.

### **CONSENT AGENDA – ACTION ITEMS**

2. **Approval of Agenda** – Agenda approved.

3. **Approval of Minutes from October 11, 2012** – Melody will correct Item 7 to: *Mary Healy will be replacing Alma Cardenas on the Standard IIC Learning Resource and Technology adhoc committee.* Minutes approved with the correction.

4. **Facilities Report** – Bruce King reported on several items:

- We are waiting for parts to be delivered in order to repair the elevator in the Liberal Arts Building. We are expecting the parts to arrive towards the end of this month. The fire system has already been installed in the elevator.
- We have the purchase order for the renovation of the culinary garden. There will be three new terraces built into the hill for a larger culinary garden as well as pathways and a flat area on top with a gazebo.
- The paperwork for a new greenhouse is in purchasing and should be ready soon.
- We are moving forward with the two ADA parking spaces at the Knox Center. The City of San Pablo is excited about this proposition. One of our concerned students, Catherine Janice Leighton, took Bruce to Matt Rodriguez' office (the San Pablo City Manager) in order to request to have the City of San Pablo waive our permit fees for this project.
- We are in the final phase of the football project that includes our bleachers.
- Denise asked about the Music Building punch list. Bruce responded that they are currently working on the punch list.

### **ACTION ITEMS REMOVED FROM CONSENT AGENDA**

### **NONCONSENT AGENDA – ACTION ITEMS**

6. **Proposal for Policy on Children or Animals in the Classroom** – Denise asked if this item could be tabled until the December meeting as she is not quite prepared with a draft policy yet.

7. **Enrollment Priorities** – Denise said we need time to market and advertise our college conversation about enrollment priorities. When the final recommendations are made they will be brought to College Council for college approval. All of the previous recommendations that were approved for spring 2012 will be re-vetted. Through Title V, we are mandated to prioritize the first two groups of

students for registration (Veterans and Foster Youth). The college will make the determination of the order of the remaining (third and fourth) priority groups of students for priority registration.

8. **Progress Reports from Accreditation Committees** – Donna said the committee chairs met on Monday. The majority of the committees have met at least one time and some writing for the self-study has commenced in a couple of the committees. For most of the standing accreditation committees, they have placed “Accreditation” as a standing agenda item. There are four standards and under each standard there are sub-standards. The Planning Committee is the designated committee for Standard I and Wayne has set up a site on the Portal for accreditation. Eventually all committee notes and evidence will be posted on the Portal. Wayne has posted the last accreditation study and mid-term reports on the Portal, under the Planning Committee site. These items are also posted on the website. Donna said the committee chairs will meet again in December. Donna said we have to be able to respond to a couple of questions: *How do we respond for ways to improve? How do we respond to areas where we need help?* Surveys and continuous improvement were two items discussed at the meeting in response to the questions. Donna said that perhaps we need to form another committee to answer queries that arise. We are looking to have a first draft of the self-study completed by April 1<sup>st</sup>, with our editor, Jason Berner, willing to read and edit the drafts and final copy. Jason will attend the committee chair meetings as well.

9. **Student Success Summit Committee Update** – Kelly reported in Wayne’s absence. Kelly said they are close to finalizing their vision, mission and goals statements. These statements will be brought to the December College Council meeting.

10. **Campus Construction Updates** – Donna said the construction update disseminated with the College Council agenda was dated October 16<sup>th</sup> and that edition is the most up to date. However, Donna emphasized that the swing space needed for the Bookstore, due to the construction of the College Center, will not be needed until the end of the spring semester. Student Life and Gateway will also remain in their current locations until the end of the spring semester.

Denise said she had an insightful meeting with Ray Pyle regarding capacity loads at our campus. The district provided an analysis of our building usage for our courses and office and storage. The State assigns codes to how we use our space and the codes are put into a formula. The formula indicates we have more space than should in some areas. Ray will attend College Council to inform us on capacity load as the State looks at capacity loads when looking at providing funding for buildings. We have to get our load ratios in alignment in order to accommodate the acquisition of any new buildings and that requires us to look at our current use of space on campus. For example MCHS and Gateway are currently using space that was once used for classrooms and not office space.

11. **Reports from constituency groups** – Management - Denise said we are relieved the election is over. Discussion has begun about the failure of Measure A. We are looking at revisiting our Box 2A process by talking to Academic Senate and other constituencies about the actual process and what positions to hire. The general assembly after this meeting will address the passage of Proposition 30.

Faculty - no report.

Students – Ysrael said they met yesterday and approved the ASU grant for student support. This should make it easier for students to request funds from ASU. They passed their motion to set up a scholarship proposal to be implemented next semester. Scholarships will be made available to high school and college students through the regular scholarship process advertised through the Financial Aid Office. The scholarship amounts will be adjusted each year, depending on the collection of the activity fee.

Classified – Shondra said they had a successful Safety Training Harvest Festival Oct. 26<sup>th</sup> and Dr. Noldon was Skyped into the meeting from her meeting in Phoenix. An employee in EOPS made blackberry peach cobbler which won the dessert contest. Officer Hankins gave a Safety Preparedness presentation. Donna said we could use that event as professional development evidence for our self-study. On Friday, Nov. 9<sup>th</sup>, Local 1 is hosting a Brown Bag with Mike West addressing items occurring at the district. November 14<sup>th</sup> is the Health and Wellness Fair in collaboration with ASU. Everyone is welcome to attend. There will be activities, yoga classes, and flu shots for everyone. December 14<sup>th</sup> is the date for the Classified Winter Retreat. Shondra obtained the menu from the restaurant and they were able to keep the cost at \$20.00 for a buffet style lunch with tea or lemonade. Classified Senate will bring desserts.

12. **Announcements-** Shondra said all divisions turned in their schedule revisions. Michele, Tim and Shondra are looking to have the schedule completed and out on next Tuesday.

Denise announced the Hall of Fame next Friday, Nov. 16<sup>th</sup> at the Richmond Courtyard Marriott. Three people and one entity are being inducted Gloria Gideon, Vince Maiorana, Maria Theresa Viramontes and Doctors Medical Center.

Donna announced the Speaker Showcase next Thursday evening in the Knox Center.

13. Shondra adjourned the meeting at 2:47 p.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President