

Present:

Faculty: Bonnie Holt, Wayne Organ, Gabriela Segade, Alissa Scanlin

Classified: Erika Greene, Seti Sidharta

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

Students: Ysrael Condori, Zi Lian

Absent: Tammeil Gilkerson, Beth Goehring

Guests: Kelly Ramos, Carla Matute, Donna Floyd, Mayra Padilla

1. **Call to Order** by Chair James Eyestone at 2:04 p.m.

PRESENTATIONS

2. **Public Comment** – none

3. **Presentation of Classified of the Semester for Fall 2013 and Spring 2014** – Dr. Noldon presented Kelly Ramos with the Fall 2013 Classified of the Semester certificate and Carla Matute with the Spring 2014 Classified of the Semester certificate and each received a gift certificate to the Three Seasons Restaurant. Both Kelly and Carla were appreciative and grateful to accept the honor.

CONSENT AGENDA – ACTION ITEMS

4. **Approval of Agenda** – Seti motioned to approve the agenda and Ysrael seconded the motion. Everyone unanimously approved the agenda by a show of hands. (James Eyestone, Bonnie Holt, Wayne Organ, Gabriela Segade, Alissa Scanlin, Erika Greene, Seti Sidharta, Denise Noldon, Karl Debro, Mariles Magalong, Ysrael Condori and Zi Lian)

5. **Approval of minutes from February 13, 2014** – Donna motioned to approve the minutes and Wayne Organ seconded the motion. Everyone unanimously approved the minutes. (James Eyestone, Bonnie Holt, Wayne Organ, Gabriela Segade, Alissa Scanlin, Erika Greene, Seti Sidharta, Denise Noldon, Karl Debro, Mariles Magalong, Ysrael Condori and Zi Lian)

ACTION ITEMS REMOVED FROM CONSENT AGENDA **NONCONSENT AGENDA – ACTION ITEMS**

6. **Technology Plan – second read – James Eyestone** – James referred to the copy in the College Council packet. Donna mentioned that Michel Arnold's name is misspelled in the Technology Plan. Karl asked about the mission of the plan in relation to the digital divide in our community. James said the plan was reviewed and updated in order to get us through this accreditation cycle and then the plan will be rewritten after this calendar year. James suggested that the digital divide be addressed by the college as well.

Vote to approve the Technology Plan – Bonnie moved to approve the plan and Karl seconded the motion. Everyone unanimously approved the Technology Plan. (James Eyestone, Bonnie Holt, Wayne Organ, Gabriela Segade, Alissa Scanlin, Erika Greene, Seti Sidharta, Denise Noldon, Karl Debro, Mariles Magalong, Ysrael Condori and Zi Lian)

INFORMATION/DISCUSSION

7. **Art Sculpture** – Tabled because John Diestler is not here.

8. **Integration Council** – Wayne said time constraints have prohibited the Integration Council from gathering but they will meet during spring break in order to decide who receives stewardship over specific committees.

9. **Employee Check List – first read – Tammeil** – Wayne volunteered to speak in Tammeil's absence since this item stemmed from the Operations Committee. This was a long process and Wayne said he can answer any questions to expedite the process. Mariles explained that these forms were submitted to President's Cabinet a while ago (sometime last year). Denise asked about the subscript *I* in the form. The subscripts will be removed from both documents. Denise said we need to return these forms to the Operations Committee to have them corrected. Donna said that Vicki Ferguson who sits on the District Assets Access Committee said they are approving an employee exit checklist similar to ours. Denise said we are documenting these issues district-wide because we have not had a proper protocol for collecting keys and other assets from employees at the time of separation from the district. Denise said our forms are comprehensive. James said that District IT was also using our forms as a model for an electronic checklist. Dr. Noldon asked where these forms will be housed once completed. James said we will send these forms back to Operations Council for revision. Denise asked where the forms will be maintained. The New Employee Checklist would be started and housed in Human Resources and the Employee Exit checklist would be started by the manager and then given to Human Resources upon completion. Seti asked how these form will work for part-time faculty. Seti said the department chairs could collect the keys since they know when the adjuncts return to work semester-by-semester. **James said we will return this to the Operations Committee with our comments.**

10. **Process to Place Items on College Council Agenda** – James said we have had some questions on how items are placed on the College Council agenda. James reminded everyone of the College Council by-laws: *President's Cabinet is charged with setting the College Council agenda. Article 6, Section 1 under Procedures states: Any member of a represented group may bring a concern to his/her represented group for referral to the College Council. The College Council will refer it, if appropriate, to the proper Standing Committee for study and recommendation.*

Wayne said the charge of President's Cabinet should be written as to *develop* the agenda for College Council not *set* the agenda. There was discussion about how items are brought to constituency groups first then forwarded to the Operations Committee, then President's Cabinet, and then College Council. How would Student Success bring items to President's Cabinet to place them on the College Council agenda? Denise asked if there could be an electronic form that people could complete that would go to President's Cabinet first so then President's Cabinet could develop the agenda. Mayra expressed concerns that if she doesn't catch the right cycle, it could take two to three months before an item is placed on the College Council agenda. Denise said her suggestion may not be efficient, but being we are acting under the Brown Act, we have to be compliant with the rules of the Brown Act. James said we need a way of tracking items either through a committee or constituency but they all need to feed through President's Cabinet. Wayne suggested we mirror the governing board and have a deadline date for all agenda items.

Seti asked if the procedure of how to place items on the College Council agenda will be posted somewhere for easy access. Denise said yes we will post the instructions on the website. Denise said we

want to make sure that everyone has equal access to placing items on the College Council agenda. Donna said the dates of DGC are published a year in advance and then she sends out a notice for agenda items with a deadline date and the agenda is posted at least 72 hours in advance. Items are generally placed on the DGC agenda for a first read if a vote is needed. By President's Cabinet setting the College Council agenda, we are trying to avoid having items placed on the agenda that need to be seen by the Operations Committee first. If there are budgetary or procedural requests, then the decision rests with College Council. Mayra said we do need to educate the campus about our procedural processes.

Denise said we will send out notification for agenda items to be discussed at President's Cabinet first. Seti asked if new hires know to vet their ideas through their constituency first.

James ask for a motion to add five more minutes (I'm not sure who motioned) and Ysrael seconded the motion. Everyone voted to approve for five more minutes. (James Eyestone, Bonnie Holt, Wayne Organ, Gabriela Segade, Alissa Scanlin, Erika Greene, Seti Sidharta, Denise Noldon, Karl Debro, Mariles Magalong, Ysrael Condori and Zi Lian)

James said we have to develop concrete language for our by-laws. There are college procedures written in the Procedures Handbook but we tend to ask each other before reading our manuals. Denise suggested that the President's Cabinet develop the language to add to the College Council by-laws about placing items on the Council Agenda.

Ysrael motioned to move to task this to President's Cabinet to develop the language to add to the College Council by-laws regarding the placement of agenda items on the Council agenda and Karl seconded the motion. Everyone approved the motion. (James Eyestone, Bonnie Holt, Wayne Organ, Gabriela Segade, Alissa Scanlin, Erika Greene, Seti Sidharta, Denise Noldon, Karl Debro, Mariles Magalong, Ysrael Condori and Zi Lian)

11. Transition Time Between Classes – Wayne addressed this item in Tammeil's absence. Wayne said this discussion is about the 10 minute time between classes. The Academic Senate decided to define the 10 minutes and received overwhelming support from faculty. It was discuss at the Operations Committee first before being vetted at President's Cabinet. President's Cabinet agreed to place this item on the College Council agenda. The language has been inserted in E5000.4 of the College Procedures Handbook under Instruction specifically number 3 - *Transition Time between Classes: The 10 minutes class transition time is shared between the instructor leaving and the arriving instructor.* Karl asked for a definition of "shared" in the statement. Wayne said the statement is not meant to legislate civility but to define the 10 minute class transition time for faculty. Bonnie said she was the one who brought forth this issue to Academic Senate as she teaches from 12:40 to 2:00 p.m. and will leave during the 10 minute transition time after 2:00 p.m. She had an issue with the succeeding instructor wanting to use the classroom at 2:00 p.m. expecting Bonnie to be vacated from the room at that time. Denise said we are talking about when faculty need to vacate the classroom. Denise asked if the time could be split, 5 minutes for the departing instructor and 5 minutes for incoming instructor. Gabriela suggested that the language be modified to say that both instructors could be in the classroom at the same time. **Wayne will bring it back to next month's College Council as a first read.**

12. Description of advisory committees – Wayne showed each of the advisory committees on the screen so decisions could be made.

Career Technician Education Committee now shows it is an advisory committee and advises the college Vice President.

College Foundation Board now shows it advises the college President. Denise said she advises the Foundation Board. After some discussion it was decided we should remove this committee from the list as the Foundation Board is an auxiliary committee. **This committee will be removed from the list.** Mayra asked if anyone can go straight to the Foundation if they have an issue. Denise said the Foundation doesn't appreciate that process. Items for the foundation can be vetted through the president.

Council of Chairs now shows it is an advisory committee and advises the college Vice President.

CSE Advisory Committee now shows it is an advisory committee and -advises the CSE Program Coordinator. Composition will be amended to specifically include the NSAS dean will be added and one manager since bulk money comes from HSI STEM grant and one faculty. These are informational meetings. Seti said they don't take minutes.

Dean's Meeting now shows it is an advisory committee and -advises college Vice President. Minutes are recorded and distributed to the membership.

Distance Ed Committee now shows it is an advisory committee and advises Academic Senate Council and its subcommittees.

Donna moved to add five more minutes and Bonnie Seconded the motion. Everyone except one person voted to approve to add more time to this item. (James Eyestone, Bonnie Holt, Wayne Organ, Gabriela Segade,, Seti Sidharta, Denise Noldon, Karl Debro, Mariles Magalong, Ysrael Condori and Zi Lian. Erika Greene abstained.)

Executive Staff now shows it is an advisory committee and advises the college President.

Management Council now shows it is an advisory committee and advises the college President.

Student Disciplinary Committee now shows it advises the college President. **After some discussion, it was decided to remove this committee from this list since it is not a standing meeting.**

Study Abroad Committee is a district-wide committee. **After some discussion, it was decided to remove this committee.**

Wayne will bring these Advisory Committees to the next College Council meeting for a first read.

13. Field Trip Forms – Denise Noldon said these forms should say *draft* on them. Denise said at her request she asked Executive Staff to develop these forms in compliance with district regulations. Donna said we have just been completing the request for field trip forms but not have been completing the consent and release. The latter form is necessary so the institution is held harmless and it also provides us with information of who to contact in case of an emergency. Wayne asked if these forms appear in our Procedures Handbook and had concerns that these forms were not vetted by the constituency groups first. Seti asked if each driver has to complete a consent form. Denise said that all students going on field trip must sign a consent form as we don't want to have students taken on a field trip leaving us with no information should parents call us in the event of something going awry. Denise reminded everyone when students are off campus they are still held to the student code of conduct applicable on campus. These forms should be submitted to the deans. Mayra asked if the driver's should have comprehensive insurance. Denise said that we do not arrange for students to drive and that should be totally up to the students to decide how they make their way to the agreed destination. If faculty or employees in any way suggest transportation logistics, that leaves the institution culpable.

It was decided to take the forms back to Executive Staff for revision before returning to College Council. Denise said these forms should be placed in the College Procedures Handbook.

STANDING COMMITTEE REPORTS

14. Budget Committee Reports – Mariles said we have received 32 applications for budget augmentation and we have a little more than \$200,000 which is enough to cover everyone's request. At the next meeting we should have a list of the prioritized applications.

15. Student Success Committee – Mayra distributed the minutes. She said we reported back the ideas from the last College Council. Their next meeting is cancelled. They will report back to the May College Council meeting.

16. Operations Committee and Facilities Items– Minutes included.

17. Planning Committee report – Wayne said the results of the Survey Monkey results from the governance survey will be posted on the web.

18. Campus Construction Updates – Mariles said the gate to the restrooms outside of the gym was delivery date has been pushed back a week.

New College Center - the soil is wet from the rain so the rough grading is on hold until the soil is dry.

The contractor is also waiting to test the soil to see it is suitable to move forward with the foundation. If the soil is not, we may have to remove it and replace it with fresh soil.

Replacement of Classroom Floors - Mariles said during spring break classroom floors will be replaced in GA-50 and AA-145. This is part of our plan to make our existing facilities more aesthetically appealing so that our college will not look so divided with new buildings and existing buildings. The hallway in HS as well as AA-145 will also be painted. We are also obtaining quotes to see about extending the landscaping above Culinary Arts.

Library Drive - Mariles sent out an e-mail informing the campus that the contractor will be working on Library Drive drilling potholes to locate underground activities. During spring break next week, they will also widen the pathway along the creek and k-rails will be placed on Library drive to separate the pathway from the street. Additional signs will be placed and the roadway to be restriped.

19. Accreditation – Donna reported that Standards 1 and 4 are pretty much completed with respect to the evidence and the actual writing. Jason received a 3rd draft last week. We are still working on parts of Standard 2 and parts of Standard 3. Work is also being completed on the pages entitled "Audit" referring to our auditing process. There are other one page inserts that also need to be completed as well as the Abstract. We just received the process for evaluating standards of achievement. The goal is to submit the report to the April College Council meeting and ultimately it will be submitted to the June governing Board. We have to submit the report to the ACCJC by August. Donna thanked Ysrael for providing evidence for 2B. Mariles said the report may be viewed on the Portal if anyone is interested in doing some advance reading. Donna emphasized that parts of Standard IIB are still in draft form as we are still working on it.

20. Reports from Constituency Groups

Management - Denise said management decided to present the two awards to the designated classified today. Management is also gathering information to maintain a master list of keys. April 25th from 12:00 to 2:00 p.m. management will host Staff Appreciation Day as this is an opportunity for management to express sincere gratitude to employees. Hopefully the weather will comply for this outdoor event. The campus Budget Forum is scheduled for March 27th at 12:30 in LA-100. This budget forum is prior to the district forum scheduled for April 9th.

Faculty – Wayne said he would like to have the Academic Senate minutes attached to the College Council minutes so he doesn't have to be redundant in reporting.

Students – Ysrael said they have edited their election process with approval given at their board meeting. They have designed election packets for evening students.

Classified – Erika said they had their first meeting last week and ended up holding a discussion because they didn't have a quorum. Five members are required to have a quorum. Some of the classified will be attending the annual Classified Leadership Institute. Interim elections will be held for the presidency and treasurer. She said they plan to have a meeting after spring break to get a better idea of the issues.

21. Announcements – Mayra said STEM day is on March 29th and open to anyone who would like to come. Various scientists will be on campus.

Seti invited everyone to the Women's History Event featuring Assemblywoman Nancy Skinner on March 28th in the Planetarium at 1:00 p.m.

Karl announced that on March 25th Berkeley City College, Chabot and Skyline will be here as they are interested in starting a Gateway Program.

Bonnie said there is an exhibition today in the Eddie Rhodes Gallery displaying 3-D art. Everyone is welcome.

Wayne announced tonight, Friday and Saturday are the last three nights of the drama production "In the Blood" as there has been a resurgence of that department.

Wayne said they completed a full blown recording session with Stephanie's group as they are in contention for the Jazz Downbeat Award again this year.

22. Next meeting at April 10, 2014.

23. Meeting adjourned at 4:25 p.m. Karl motioned to adjourn the meeting and Erika seconded the motion. Everyone unanimously agreed. (James Eyestone, Bonnie Holt, Wayne Organ, Gabriela Segade, Alissa Scanlin, Erika Greene, Seti Sidharta, Denise Noldon, Karl Debro, Mariles Magalong, Ysrael Condori and Zi Lian)

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President