

Present:

Management – James Eyestone, Tammeil Gilkerson, Mariles Magalong

Faculty – Beth Goehring, Bonnie Holt, Wayne Organ, Alissa Scanlin

Classified – Seti Sidharta

Students- Ysrael Condori

Guests: Donna Floyd, Bruce King, Cody McFarland, George Morin, Brian Boyle

Absent: Karl Debro, Denise Noldon, Shondra West

1. Meeting called to order at 2:06 p.m. by James Eyestone.

Presentations

2. **Public Comment** – none

Consent Agenda – Action Items

3. **Approval of Agenda** – Wayne motioned to approve the agenda and Ysrael seconded the motion. Agenda approved.
4. **Approval of Draft Minutes from October 10, 2013** – Donna motioned to approve the minutes and Wayne seconded the motion. Minutes from October 10, 2013 approved.

Action Items Removed From Consent Agenda

Nonconsent Agenda – Action Items

5. Changes to College Procedures Handbook A-1003.500 (Advisory Committee) a. Change College Procedures Handbook – “College” Committees to “Brown Act” Committees and non-Brown act Committees to “Advisory Committees.” - **Wayne asked to table this item as he needs more time to collect the definition of the Brown Act Committees.**

Information/Discussion

6. **Process for Institutional Performance Standards** – Wayne and Donna
Wayne said we have to devise a plan to develop performance metrics i.e., transfer, graduation, etc. It was decided we can task out this to the Student Success Committee and they, in turn, would bring this forward to the Council of Chairs as a work group. Since the Council of Chairs is a management called meeting, they agreed to suspend the rules while discussing and developing performance standards. Once performance standards are developed, they would be sent back to the Student Success Committee and ultimately be brought back to College Council. **A motion was made by Donna to approve the process for developing institutional performance standards and Seti seconded the motion. It was then decided that we did not need a motion or approval as delegating tasks to subcommittees does not require College Council approval**
7. **College Procedures for Vetting Institutional Plans** – In Denise’s absence Wayne addressed this item reviewing the draft timeline of strategic initiative development plan. Wayne asked if the

College Council constituencies would take the timeline back to their constituencies and then hold an electronic vote. Tammeil motioned to move this to an action item and Bonnie seconded that motion. **Tammeil motioned to accept the draft timeline as is. Seti seconded it. The draft timeline of the strategic initiative development plan was approved.**

8. **Revision in College Council By-Laws to Add Electronic Voting Contingency** – Denise Noldon
It was mentioned that our by-laws already have an electronic voting contingency. **This item was tabled until the next meeting.**
9. **Change in Composition of Enrollment Management Committee** – Tammeil said the Enrollment Management Committee should be changed to three faculty members, three classified representatives (including Michele Jackson, Marketing and Communications Coordinator), three student representatives, and three managers (Vice President, A & R Director, and a division dean). A motion was made and seconded to move to this an action item. A motion was made and seconded to approve this change. **The change in composition will be made in the College Procedures Handbook.**
10. **DSPS Standardized ADA Statements for Publication of Campus Events** – Operations Council – Tammeil said Operations Council decided on option #1 of the four options to be given along with adding the Dean of Student Services phone number on all publications. **This item will be brought back to the December College Council meeting for a second read (action item).**

Standing Committee Reports

11. **Budget Committee Report** – Mariles Magalong – Mariles reported that the Budget Committee met on Tuesday and have three action items:
 - Purchase of CurricUNET Meta system and SLO module for one time cost of \$17,000 and an ongoing cost of \$2,000 annually starting in 2014-2015.
 - Revision of the resource allocation timelines for 2014-2015 and onward:
 - November 1, (or the first work day after) for the position requests
 - February 5, (or the first work day after) for operating budget augmentation requests
 - Creation of a line item budget for college contingencies in the amount of \$100,000

Mariles said if there are remaining monies from the newly recommended college contingency, they would be returned to the college. Tammeil explained the background on the college's history with CurricUNET as a curriculum management system. Tammeil also explained the background on the purchase of the CurricUNET SLO module. The SLO committee has been advocating for a system to track SLO assessments. Currently the college is using word documents housed on a public folder. Wayne said a system for SLO's is needed for accreditation. Beth said the D2L component will also have course outcomes tied to them. Will CurricUNET be tied to that? Tammeil said no. Wayne asked if the college prefers the D2L system for tracking SLOs, may we sever our ties with CurricUNET for tracking SLOs? Tammeil said the CurricUNET will tie into the SLO modules and we have the option of purchasing a Program Review module later on.

Wayne motioned to fast track the first request of purchasing CurricUNET Meta System and bringing back the other two items to the December College Council meeting. Ysrael seconded the motion. **Bonnie motioned to approve the purchase of the CurricUNET Meta System and Ysrael seconded the motion. The purchase of the CurricUNET META and the SLO module was approved.**

12. **Student Success (formerly Achievement Gap Committee) update –**
In Karl Debro's absence, the minutes were quietly reviewed by everyone. No questions ensued.
13. **Operations Committee Report and Facilities Items –** Tammeil Gilkerson – Tammeil said the Operations Committee has met twice since the last College Council meeting. Minutes will be forwarded from those meetings. The attached minutes were reviewed and no questions ensued.
14. **Planning Committee Report –** Wayne Organ - Wayne said they discussed the district planning charrette. Minutes were reviewed and no questions ensued.

Standing College Council Business

15. **Campus Construction Updates –** Donna reported that they are looking into purchasing a tent with sides, windows and portable lighting for students to eat food in rainy weather. The tent would be placed near Subway. They were also looking at fixing up the portables as an eating area by Building and Grounds and Campus Police but the cost for this would be prohibitive.

There are three trailers being placed in Lots 5 and 7 as the staging area for the construction.

Abatement has begun on the SA and Humanities Buildings. Fencing has gone up around the SA building for this purpose along with notices distributed on campus. Donna will send out an e-mail to explain the abatement process prior to the demolition of the buildings. Bonnie asked if new maps could be distributed showing new pathways. Donna said yes, they are working on them. There will also be two web cameras at the construction site with live feeds to the college's web page.

16. **Progress Reports from Accreditation Committees –** Donna thanked Wayne and Melody for pulling evidence together and incorporating the evidence numbering in the report. The chairs of the committees are meeting and they are hoping to have a second draft of the report to Jason Berner for editing by December 6th. If everything falls according to plan, Donna will have the first read of the report to the April 2014 College Council meeting, the second read and approval at the May 2014 College Council meeting with submission to the June governing board. We have asked for our site visit to be district-wide on October 6, 7, and 8 of next year. Donna said she is currently working substantive change reports for the ACCJC. There are two already at the State level. The ACCJC still has Cosmetology listed as one of our accredited programs.
17. **Reports from Constituency Groups –** Classified – Seti reported that the Winter Retreat will be held on Friday, December 13th and encouraged managers to release their classified staff to attend this annual event.
Faculty – Wayne said faculty are reviewing their by-laws and they are also looking at changing the transitional time between classes.
Students – Ysrael said they are scheduling their Fall Festival next Wednesday from 11:30 to 2:30 p.m. There will be a pie eating contest among other fun events. They are planning a student forum on the activity fee and that will be scheduled soon when LA-100 is available. They are also reviewing their by-laws.
Management – Donna said the managers revised their mission statement and Mariles said managers will begin reporting their AUO's at Management Council.

18. **Announcements** – Tammeil said the schedule of classes is live on the Portal and thanked everyone for their efforts in getting this accomplished. She said we are encouraging all students to register early as this is the last time continuing students will have the opportunity to register first. Beth asked if it is too late to advertise a class now. Tammeil suggested she use fliers as we do not want to over saturate the students with e-mail blasts. Someone also suggested that Beth take an ad out in *The Advocate*.

James announced that Outlook is not working today but e-mail is still accessible through our web browser. The district let us know today that last evening Microsoft updated our e-mail system which broke nearly every user's access to e-mail through the Outlook application in the District. James said they are hoping the e-mail will fix itself once Microsoft has finished updating the system otherwise the campus technology department will have to fix each user's computer on campus. The phone system does not allow for voice messages in groupings so the district is contacting all district managers to inform their staff on each campus that they may access their e-mail through the district website. James said the campus tech department may be reached at ext. 43888 or you may call the district tech department at 16888.

19. **Next Meeting** – December 12, 2013.

20. Meeting Adjourned at 3:20 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President