

Present:

Faculty: Beth Goehring, Bonnie Holt, Wayne Organ, Alissa Scanlin, Kenyetta Tribble

Classified: Seti Sidharta, Shondra West

Management: James Eyestone, Karl Debro, Tammeil Gilkerson, Mariles Magalong, Denise Noldon

Students: Ysrael Condori

Absent: Kelly Ramos

Guests: Sue Abe, Donna Floyd, Richard Stollings

1. **Call to Order** by Chair James Eyestone at 2:10 p.m.
2. **Public Presentations** – none
3. **Presentation of the Classified of the Semester** – Held off until the employee is able to attend.

Consent Agenda – Action Items

4. **Approval of Agenda** – Motion made by Wayne and seconded by Seti to approve the agenda.
5. **Approval of Minutes** – Motion made by Seti and seconded by Karl to approve the minutes from May 9, 2013.
James mentioned that everyone should have reviewed the appended College Council by-laws for the first meeting of the 2013-2014 academic year.

Action Items Removed From Consent Agenda

Nonconsent Agenda – Action Items

6. **Changes to College Procedures Handbook A1003.500 (Advisory Committees)** – Wayne Organ

Wayne showed the College Council members the organizational chart approved at the May College Committee. Wayne proposed that we add *or as posted on the Contra Costa College Website* by the Meeting Time in the College Procedures Handbook section A1003 in order that we do not violate college policy should any committee change their meeting day(s) or time(s). It was also proposed to post the College Committee Roster to the website. **These proposals will be placed on the October College Council for a vote.**

Committees not created by College Council are not subject to Brown Act rules. The Brown Act says any committee created by an act of legislation has to follow Brown Act rules. Because the constituencies were created by AB1725, those committees (Academic Senate, Classified Senate, the Associated Student Union) must follow the Brown Act rules. After some discussion about what committees are constituency leadership committees, it was decided to also include Management Council so management is represented.

Executive Cabinet, Deans Meetings, Council of Chairs, MCHS Advisory Committee are not legislated and do not need to be listed in our College Procedures Handbook. There was some discussion about how non-Brown Act committees are listed in the College Procedures Handbook. Wayne also showed College

Council members how we need to complete some of the committees' composition such as SLO/AUO committee. A question was asked about our procedure to remove committees from the College Procedures Manual. Tammeil made a motion to remove all non-Brown Act committees and, instead, create another section in the College Procedures Handbook for consultation committees. Denise seconded the motion.

7. A motion was made to hear the Wildlife Conversation Volunteers next since they arrived in the room. **Feeding Feral Cats on Campus – Wildlife Conversation Volunteers** – Sandra Dellafiorna and Darla Nystrom and John Nystrom. Sandra spoke for the group and said they are trying to maintain the feral cat population on the campus. They trap any new cats, spay and neuter them and then return them to the campus. They also take care of sick cats. The cats that have been under their care have a clipped ear so they are easily identified as having been spayed or neutered. They presented their Memorandum of Understanding and said they were at College Council to answer any questions the college may have. They have placed a few feeding stations for the feral cats out of the normal path of travel and hidden from immediate sight in Lots 14 and across from Parking Lot 16 and one in the bushes by the gym. They do have a problem with raccoons and wild turkeys eating the cat food so they have been developing feeding contraptions to keep the turkeys and raccoons at bay. There have been no new kittens on campus for quite a while. There were about 200 cats at one time and there are now about 30 cats due to this program. That number will continue to decline as the cats become sick or die. They are continually on the look-out for new cats that are dumped on campus. Bruce King is the liaison with the wildlife volunteers.

Karl said this is very important and humane work and commended the Wildlife Conversation volunteers. Sandra said they are from the local community and they are looking for people from the campus to help with their endeavor. Ysrael said there are students who may want to help feed the cats. Sandra asked anyone who wants to help them to be vigilant in looking for cats without tipped ears. Karl asked if he has interested students where can he reach her. Sandra directed Karl to contact Bruce and Bruce will contact them.

A motion was made to move this item to an action item. Denise made a motion to approve the MOU with the Wildlife Conservation Volunteers to assist the college and maintain the population of the feral cats on campus in a safe way. The motion was seconded by Karl. We will make sure Police Services receives a copy.

8. **CCC Logo – Style Guide – second read** - Denise Noldon and James Eyestone – James reviewed why a style guide was needed since the college logo was used without our name in a district campaign. The style guide shows how the logo needs to be used with the name of the college. It specifies font, style, etc. The samples given are from publications already used. The guide shows various styles and sizing in order that the logo is not so small it becomes illegible. The samples in the guide show spacing around the logo so if it were to appear on a page with other logos or other text. There is also a list of don'ts and a list of our electronic colors. Samples are given in blue and black. Tammeil asked about the expectation of using the logo in house. James said we want to have the Style Guide approved first and once approved, we will make it more accessible for everyone to use in house. Our logo is a symbolic mountain and symbolic sea as we are a community college between the mountain and the sea.

A motion was made to approve the style guide. The motion was seconded. James said the graphic will be available in a vector file so it can be scaled down. A date will be added to the style guide.

9. **Revitalization, Suspension and/or Discontinuance Police Revision** – Wayne and Denise

Denise requested to table until the next meeting.

10. Formation of Grant Committee – Role and membership – Seti and James – James asked if we can also include Facilities Committee role and membership in this item. It was decided to bring the Facilities Committee to the Operations Committee for its role and membership as well as the Budget Committee should form the role and membership of the Grant Committee. Both the Operations Council and Budget Committee will bring the role membership to College Council. **A motion was made and seconded to have College Council designate the Budget Committee to designate membership to the Grant Committee and have the Operations Committee designate membership to the Facilities Committee. The motion was approved.**

Budget Committee Report – Mariles said there will be one application form and one rubric for additional operating budgets, faculty and classified positions. The new part of the application form includes a section asking for outcomes from last year's request. The permanent funding for campus-wide tutoring and instructional maintenance contracts is still unresolved. The Budget Committee voted to have the college set money aside for instructional maintenance contracts as programs should not have to worry about finding the funds for these kinds of maintenance issues. Beth asked when we identify our outcomes on the application, are we supposed to say that we obtained new equipment or say how the equipment has made teaching better. Mariles said the application needs to indicate if you met your outcomes from the previous year.

We are going to have a new phone system for the college installed next month. We need to create phone trees for two Student Service departments (Fin Aid and A&R). The new phone installation is being paid from bond monies. Adjuncts will have voicemail boxes. Where there are phones now, there will be a new phone to replace it if the phone is assigned to a full-time staff person or a program. One of the budget proposals from the Student Services Department for one time funding included adding outside lines for \$300.00 per month.

A motion made and seconded to add additional primary rate interface to provide 24 additional telephone lines. The motion was approved.

A motion was made and seconded to approve the Annual plan request for 2013-2014 budget application and rubric. The motion was approved.

A motion was made and seconded to have maintenance contracts for instructional equipment be funded. The motion was approved.

Tammeil said it will be helpful if the College Council agenda showed the action items designating the action needed at the meeting so it may be reviewed prior to the meeting. There was some more discussion about how we develop the College Council agenda showing items action.

Information/Discussion

11. DSPS Standardized ADA Statements for Publication of Camus Events – Sue Abe and Richard Stollings – Sue said we need to have a standardized publication of campus events showing ADA compliancy. All events need to have access to restrooms and water fountains. Any event, open to the public, needs to have a disclaimer that ADA standards are met. We also are obliged to provide accommodations for the person who accompanies the person in the wheelchair. Sue said DSPS cannot be the contact for public events because DSPS is not funded to answer these requests. The most important

item on the flier advertising public events is the contact number. All events need to be close captioned. Richard distributed examples of statements to be placed on fliers. Shondra asked who is going to be in charge of designing the fliers and who is going to answer the questions on the contact number given on the flier? Donna asked is this compliancy or the best course of action? Denise said there are some legal compliance matters addressed in this request and others are best practices. When we host an event are we in reasonable compliance for anyone with ADA needs? We do the very best we can to meet all compliance standards.

Richard said hard of hearing students attend classes. Those students contact the instructor so the instructor may contact the Library in advance because all of the videos used as instructional material in the Library are close-captioned. A motion was made to extend the time on this item.

Sue said if the public has to contact us 72 hours prior to the event in order to insure they receive reasonable accommodations. Denise said we should make it our practice to show all videos in close-caption. Tammeil said this sounds as though a style guide is needed. All events need to be accessible. Tammeil recommended this item be brought to Operations Council or Facilities and ultimately be brought back to College Council. Bonnie said when a professor lectures in the classroom, there is no close-caption. Richard said there is real time captioning and that is a different kind of service. Sue mentioned Super Saturday, Drama events, etc. where we should be providing close captioning. It was suggested that Operations Council consult with Facilities to move forward to coordinate public events. Denise suggested that Operations Council conduct research as to how other colleges have designed guidelines when developing a policy.

A motion was made to have Operations Council investigate this item and look at other colleges for ADA accessibility related to public events. The motion was seconded and approved.

12. Fast Tracking Procedures for College Council Items – James asked everyone to review the by-laws in Section 6 specifically for fast tracking items. If there is consensus, voting may occur as stated in Item 4 but Item 3 says *“Prior to the College Council voting on my recommendations, each represented group must have had an opportunity to consider the proposal in order for its representative(s) to have input.”* Shondra said sometimes we have items that have already been distributed with the individual constituency groups and then ultimately brought to College council. However, if there is unanimous consensus at the first read with approval to follow.

Denise moved that we pass on this item to President’s Cabinet for their review. The motion was seconded and approved.

13. Facilities Master Plan for the Bond Measure – Denise said at last night’s governing board meeting it was decided that the district will pursue polling for another bond measure in June. This bond measure may address the facility items on our list: Gym Annex and Women’s and Men’s Locker Room, New Science and Allied Health Building, Renovation of the Biology Building and possibly the renovation of the Physical Science Building. Our facility priority list was developed with constituency approval. The board waived if the county would pass another bond. When all of the projects were totaled, the final count was close to 750 million dollars. The issue became if the voters would pass such a large bond project. We were close to passing the parcel tax at \$11.00 per parcel. The bond measure would pass with just 55% of the vote. We will have to prioritize our projects according to the budget once we determine how much we are going to ask from the voters of Contra Costa County. These projects would likely not start until we complete our Campus Center.

14. Student Success (formerly Achievement Gap Committee) – Karl said they have not met yet. Mayra is the chair and called a meeting for next week. Mayra was appointed in Kelly's absence until a new chair could be elected.

15. Operations Committee – Tammeil said did not meet last Monday due to lack of agenda items. At their last meeting, discussions were held to have Gateway display art portraits outside of the Gateway office in the hallways. Another discussion ensued of who decides what art is to be displayed in the hallways. Bruce had reported in the facilities report that Buildings and Grounds has been doing some painting and changing out of floors around campus. Tammeil commended Donna on her facilities update. Kudos to the Advocate for printing a campus map of alternate routes during construction of the new campus center.

16. Planning Committee – Minutes were attached with the agenda. Mariles said she sent out her Budget Committee minutes to the Budget Committee asking for an electronic vote of approval so she was able to include them with the College Council agenda. There was a question if we should ask the four subcommittee memberships of College Council: Planning, Budget, Student Success and Operations to electronically vote their approval their minutes in order to distribute them along with College Council agenda. James suggested draft minutes be submitted to College Council if the minutes are not technically approved.

17. Campus Construction Updates – Donna distributed her summary of the major projects that are occurring on the campus. We have identified 20 additional parking spaces in the parking annex at the El Portal School.

18. Accreditation Progress Report – Donna said she meets with Wayne weekly. Jason is currently working on the draft of the self-evaluation. There are still some standards missing and Donna will contact the chairs of those standards. Donna will be meeting with the steering committee and others who have impact on the standards. Donna is continuing to rewrite the drafts. Wayne said the College Council by-laws state College Council is the self-study steering committee. Jason will have a second draft in December. Donna said there is an accreditation webinar on September 26th on student learning and institutional effectiveness. Ellen Geringer sent out the information on this webinar. Donna and Wayne have also met with Melody who is collecting evidence.

19. Reports from Constituency Groups – Faculty - Wayne reported the FSCC gave a report last night on Constitution Day. Our faculty provided a lot of activities with great substance to recognize Constitution Day and Wayne was appreciative to the faculty for their excellent offerings. The Academic Senate's main objectives are to review the program review process and begin the development of the college's strategic initiatives.

Students - Ysrael reported he has a board of seven members who have already met several times. They placed a cap of \$3,500 for ASU Grant support requests. Only \$10,000 is available and another \$10,000 will be made available at the end of October.

Classified - Shondra said the classified senate met and updated their by-laws and they are in process of a second read of handbook from last year. The Classified Senate made a lot of progress last year. They met September 4th to set their goals and encourage more staff participation. Shondra said they are going to reach out to managers first to help management to encourage and motivate staff. They are hoping for more open lines of communication. A Classified newsletter will be developed reinstituting the *Highly Classified* newsletter. They are trying to encourage classified to attend more professional workshops.

They are hoping to work with managers in each of the departments and select a day to work with their staff. We want to work smarter and not harder. Classified are moving forward with their handbook to send out with new hires along with a welcome letter. First event hosted by the classified on Constitution Day was to have ice-cream sales but unfortunately that conflicted with Club Rush so that event will be postponed. October 11th, classified will host their potluck from 12:00 to 2:00 p.m.

Management - Denise said thanks to all of the managers as she has received all of their goals. Managers will be working to ensure we are making progress on those goals. We are going to review our mission statement at the next Management Council meeting.

20. Announcements- Denise announced on September 26th Sherry Diestler will be honored as the Teacher of the Year from the County Board of Education. The board voted to have a provisional trustee election to replace Sheila Grilli to fill the remainder of her time. There were interested people at the Governing Board meeting. The San Pablo Chamber is interested in connecting our business people with people in our community by giving a passport (coupons or other kinds of item to engage people in the San Pablo community). Those passports may be distributed at Club Day.

Our enrollment is showing as flat this semester on the heels of not meeting our goal this summer. We will be working on our spring schedule and adjusting our enrollment goal for the spring semester.

Karl said the Student Success Committee is meeting from 2:00 to 4:00 next Tuesday.

Mariles said we have additional State funding of \$66,000 plus for instructional equipment. The college has to match 1/3 of that (\$22,000) so ultimately we will \$88,000 plus for instructional equipment this year.

Meeting adjourned at 4:25 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President