

1. Call to Order by Chair Antone Agnitsch

**PRESENTATIONS**

2. Public Comment

**CONSENT AGENDA – ACTION ITEMS**

3. Identification of Speakers from Constituencies – 5 minutes
4. Approval of Agenda
5. Approval of Draft Minutes from September 11, 2014

**ACTION ITEMS REMOVED FROM CONSENT AGENDA**

**NONCONSENT AGENDA – ACTION ITEMS**

6. Student Car Pool Program – Tammeil Gilkerson – 10 minutes

**INFORMATION/DISCUSSION**

7. Review of College Council By laws – Denise Noldon – 5 minutes
8. Student Equity Report – Mayra Padilla – 15 minutes
9. Standardization of Voting for Brown Act Procedures – Denise Noldon – 15 minutes

**STANDING COMMITTEE REPORTS**

10. Budget Committee Report – Mariles Magalong – 5 minutes
11. Student Success Committee Report – Mayra Padilla – 5 minutes
12. Operations Committee Report – Tammeil Gilkerson – 5 minutes
13. Planning Committee Report – Denise Noldon – 5 minutes

**STANDING COLLEGE COUNCIL BUSINESS**

14. Campus Construction Updates – Mariles Magalong - 5 minutes
15. Accreditation Visit – Donna Floyd – 5 minutes
16. Reports from Constituency Groups – 10 minutes
17. Announcements – 5 minutes
  
18. Next Meeting – November 13, 2014
19. Adjournment

*Each speaker from the public will be allowed two (2) minutes to address items listed on the agenda after submitting a comment card to the chair of college council, Antone Agnitsch, prior to discussion of the item. Comment cards are available at the meeting.*

Present: **Faculty:** Bonnie Holt, Alissa Scanlin, Gabriela Segade  
**Management:** Denise Noldon, Jason Berner, James Eyestone, Mariles Magalong  
**Classified:** Erika Greene, Seti Sidharta  
**Students:** Antone Agnitsch, Chair, Safi Ward-Davis  
**Guests:** Tammeil Gilkerson, Donna Floyd, Luanna Waters (S), Irena Stefanova, Bruce King, Kelley Ramos, Mayra Padilla,  
**Absent:** Vicki Ferguson, Wayne Organ, Beth Goehring

1. **Call to Order:** by Chair, Antone Agnitsch at 2:22 PM

### PRESENTATIONS

2. **Public Comment:** None

### CONSENT AGENDA – ACTION ITEMS

#### 3. **Identification of Speakers from Constituencies:**

Classified: Erika Greene  
Faculty: Gabriela Segade (Substitute for Wayne Organ)  
Student – Safi Ward-Davis  
Management: Tammeil Gilkerson

#### 4. **Approval of Agenda:** Motion to approve the agenda was passed unanimously by:

- a. Classified – Erika Greene
- b. Faculty – Gabriela Segade
- c. Management – Tammeil Gilkerson
- d. Student – Safi Ward-Davis

#### 5. **Approval of Minutes from Special Meeting May 19, 2014:** Motion to approve the minutes passed unanimously by:

- a. Classified, Erika Greene and seconded by faculty, Gabriela Segade. Approve as is.

### ACTION ITEMS REMOVED FROM CONSENT AGENDA

### NONCONSENT AGENDA – ACTION ITEMS

6. **No Action Items**

### INFORMATION/DISCUSSION

7. **Review of College Council By laws** – Antone Agnitsch reported the Bylaws were approved at the last meeting.
8. **Student Equity Report** – Mayra Padilla reviewed with the Council the draft Student Equity Report and stated the final report is due in the State Chancellor's office by November 21. This is a 1<sup>st</sup> read and a 2<sup>nd</sup> read at the October meeting. If approved by College Council it will move forward and be placed on the November Governing Board. Highlights from the report: eight members attended the equity meeting in June which included the president and vice president. Their focus: to have goals align with student success; developed summary of goals and outcome; focus on goals; summaries that describes what was address and hope to accomplish. Identified in the study are the following: African American students overrepresented; white students under-represented; target would be enrollment increase in white students

over the next 5 years. The State wants the team to focus on access; note important to add two indicators: portion of students to portion of students in county. County different than our local service areas (feeder schools). Latinos underrepresented; African American students have lower completion rate than white students; the goal would be to increase completion rate; ESL – Latino lowest; goal to increase ESL among Latino over next 5 years. Basic Skills English: Asian high; African American lowest; increase African American students over next 5 years; Degree completion – highest is African American and Filipino students; one factor could be Asians and white students transfer. Institute did a very good job at looking at assumptions; changing frame of reference: what is it that the student is experiencing. Discussed African American students coming from out of service area skewing the data. Myra stated we would “Park” this getting further data. One suggestion is to push for indicators of people we serve. The State has given us \$200,000 plus to work with equity; spend money that crosses the various disciplines, such as focus around enhancing instructional support; success rate for all students; what instructional support can offer our students. Mayra noted to College Council that student success activities are tasked out to the Planning Committee and Integration Committee. Develop and Monitor: we must report back to the State and we must evaluate the outcome. We must develop strategies that will increase outcome for everyone. Question: Dr. Noldon asked if within the next couple of days how would the council provide input since this is the first. She commended the group that put the document together and asked the council to please provide feedback. Tammeil stated this is just the start and emphasized we are to start discussions; we will be collecting more information and we will wordsmith before the document is forwarded to the Board Comment: Mayra did a really good job presenting the information

9. **Standardization of Voting for Brown Act Procedures** – Gabriela Segade reported a recommendation that proposes all staff committees: Budget, Planning, Operations and Student Success (Big 4) adopt the same voting procedure by constitutions aligning with the District Governance Council. Questions: What does this mean? Does it require a certain number of persons at meeting? Comment: this could change what constitutes a quorum, and presents a reason why we should always want to have alternates. Further discussions to continue.
10. **Student Car Pool Program Recommendation** – Tammeil Gifferson reported that the Sustainability Committee brought to the Operations Committee the initiative of the student car pool. Bruce King explained that the initiative will offer students different options for parking. The car pool will require at least 3 people in a car pool and will cut down on the parking issue. Parking spaces will be located in parking lot 4 and there are now 15 parking spaces. This will be easy to monitor by police services. The driver will receive a special sticker, it is free to those who take advantage of it. If approved, it will start in the spring semester; enough time to publicize it. If no interest, there is very little cost. Discussion ensued. Tammeil reviewed the guidelines and application developed by the committee. (This information will be sent out for the next meeting.) Question regarding the driver of the car pool having insurance/liability: Dr. Noldon stated we will take this to our legal counsel for advice. Tammeil stated the Committee did look at what other colleges are doing in developing the program and we are modeling theirs. Permits may be taken away if the contract is broken regarding the at least 3 person per car.
11. **Update on College Planning** – Dr. Noldon provided update stating the college has committed to engage in strategic planning. Starting in September/October, review district strategic plan; college missions and values; conducting open forms; Planning Committee in charge of conducting strategic plan; put in framework; bring forward to College Council; present an opportunity for people to ask questions. This is also in our self-evaluation submitted to Accreditation Team. Not many people in the community have asked about the college plan but we do want to hear what they have to say, and there is another bond coming up. Next steps; identify/prioritize; SSSP; identify goals; task out to various committees; looking at measurable goals. Forward plan to college council then to Governing Board. May submit by March. Bring to everyone’s awareness; planning will steer this. Questions: none.

## **STANDING COMMITTEE REPORTS**

12. **Budget Committee Report** – Mariles Magalong: budget committee has not meet; September 16 is the planned meeting and will have report then.
13. **Student Success Committee Report** – Mayra Padilla: met the 4<sup>th</sup> of September; the Committee wants to keep the 1<sup>st</sup> of the month as our meeting time; reviewed charge; created subcommittee to look at mission statement and bring back to student success – short by 1 student; short 1 classified – Patty Herrera will be on the Student Success Committee. Will take membership back to Management Council to clarify which manager is on the committee. Not clear on roster but will have next week. Equity Plan: received feedback from Student Success and will meet October 2. Shifted the time 2-3:30p this will be standard meeting.
14. **Operations Committee Report** – Tammeil Gilkerson: the Committee met two times; focused on student transition. Talked about some signs around campus are not pointing in right direction; committee did a walk around and made suggestions. Subcommittee made recommendations where things could be improved. Priority for maintenance; disaster recovery: safety, and a plan (backup system for computer); more training should occur: what to do first. Donna Floyd stated managers will also do a walk around. Bruce King, Vicki Ferguson, Susan Lee, and Jose Oliveira.
15. **Planning Committee Report** – Gabriela Segade reported that the Planning Committee has not met. Safi Ward-Davis is the student rep on the Planning Committee.

## **STANDING COLLEGE COUNCIL BUSINESS**

16. **Campus Construction Updates** – Mariles Magalong gave highlights: parking lots 16 & 17 shore up to prevent further slippage; elevator completed Dec 25; center will open 2015. More construction updates at the Traveling Road shows.
17. **Progress Report from Accreditation Liaison** – Donna Floyd: Accreditation Team coming Oct 7-9; they will be housed in PS 107. There will be 2 scheduled open forums; we are making signage to post around campus; forums will be held in HS 101, Tuesday and Wednesday, October 7 & 8, 1:00p -2:00p; exit interview Thursday prior to departure. Thanks to James Eyestone and Ellen Seidler for putting the reports with hyperlinks on the web site. List of the evaluation committee members will also be on the web.
18. **Reports from Constituency Groups:**  
Management Council: Review items at the start of term; accreditation review.  
Classified Senate: first meeting scheduled 9/19/14. Shondra West will do presentation on participatory governance; district office to come up with team building activities; meetings scheduled 2:00p-3:00p; 10/17; 11/21 and 12/21. Agenda and minutes will be posted.  
ASU Students: ICC meeting on 16<sup>th</sup>, sent email to all advisors identifying reps for Club Rush. Vice chair for ASU, Safi Ward-Davis.  
Academic Senate: discussion on expectations; move to increase on-line courses; curriculum discussing uniform training.
19. **Announcements:** Question regarding location of meetings - we will get it out to everyone. Mayra Padilla thanked Karl Debro, Jason Berner, Wayne Organ and others for helping with Equity Report. College holding golf tournament September 29; consider making a donation. Applauded Antone and thanked James Eyestone for mentoring Antone.
20. **Next Meeting – October 9, 2014**

21. **Adjournment: Motion to adjourn meeting:** Motion to adjourn meeting unanimous by speakers: Erika Greene, classified; Gabriela Segade, faculty substitute; Safi Ward-Davis, ASU; Tammeil Gilkerson, management. Meeting adjourned at 4:01

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DRAFT



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 Police Services  
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 San Pablo, CA 94806  
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# Carpool Parking Permit Application

The Contra Costa College Carpool Parking Program was designed to encourage students to save money and the planet by commuting together. Three (3) or more registered students may apply for a carpool vehicle parking permit giving them access to free parking and designated carpool spaces each term. Students wishing to obtain a carpool vehicle parking permit must submit the completed application and required documentation in person to Police Services:

- Class registration verification for each student (printout from Cashier or Internet)
- Valid driver's license or other photo ID for each student (student ID with sticker)
- Copy of vehicle registration, including license plate numbers, for the cars designated for carpool

Upon review and approval, a Carpool Vehicle Parking Permit will be issued to the applicants for the academic semester.

STUDENT INFORMATION	
STUDENT NAME (LAST, FIRST, MIDDLE)	STUDENT ID NUMBER
PHONE NUMBER	ADDRESS
STUDENT NAME (LAST, FIRST, MIDDLE)	STUDENT ID NUMBER
PHONE NUMBER	ADDRESS
STUDENT NAME (LAST, FIRST, MIDDLE)	STUDENT ID NUMBER
PHONE NUMBER	ADDRESS

VEHICLE INFORMATION	
MAKE/MODEL	LICENSE PLATE NUMBER

In order to park in the carpool designated vehicle area (Lot 4) the vehicle must display a valid Carpool Vehicle Parking Permit and have a minimum of three (3) occupants. Carpool Vehicle Parking permits are valid only for the driver(s) and vehicle(s) listed in the application. Permits may be revoked if students are not carpooling or lend the permit to another person not on the application. It is a violation of law to copy, duplicate, manufacture, or otherwise reproduce Carpool Vehicle Parking Permits.

STUDENT SIGNATURE	STUDENT SIGNATURE	STUDENT SIGNATURE

PROCESSED BY:		DATE:	
NOTES:		PERMIT NUMBER:	

# **RECOMMENDED GUIDELINES FOR STUDENT CARPOOL PARKING PERMIT PROGRAM**

**CONTRA COSTA COLLEGE**

**May 12, 2014**

- 1) Number of riders                      Three (3) or more student riders, including driver.
  
- 2) Fee                                              Free. Applications must be renewed each semester.
  
- 3) Sign Up                                      Application may be obtained at Student Life Office or on the school's website.
  
- 4) Documentation Details                Application requires students to provide verification of current semester registration, valid photo ID, vehicle registration, and license plate information.
  
- 5) Parking Sticker                          Special carpool stickers will be issued by Police Services when application is completed. Only one sticker will be issued for each application
  
- 6) Reserved Parking                        The enclosed area of Lot 4 (currently 15 regular parking spaces) will be designated as carpool parking only . Signs will be posted.
  
- 7) Number of Permits                        Only 15 carpool parking permits will be issued each semester. Parking is first come, first serve.
  
- 8) Citations For Violations                Citations issued for violators
  - i. Vehicles parked in designated lot without the Carpool sticker will be cited
  - ii. Carpool vehicles without 3 riders will be cited
  - iii. Police services will monitor the designated lot
  
- 9) Carpool Hours                              Carpool parking is good up to 4:00PM each school day. Parking Lot 4 will be available to all stickered vehicles after 4:00PM.

**Contra Costa College  
Bylaws for College Council**

**ARTICLE I – PURPOSE**

The College Council is the major participatory governance committee of Contra Costa College. The committee is charged with advancing the mission and objectives of the institution through broad-based participation in the decision-making process. This body brings together all constituent groups: faculty, students, classified staff, supervisory and confidential employees, and managers. The College Council serves as a liaison for all college constituents by coordinating the functions of the Standing Committees of the College Council. In an effort to advance the mission, vision and values and to promote the educational advancement of students of Contra Costa College, this council guides and assesses major institutional planning initiatives and makes recommendations based on the actions of the Standing Committees. This committee makes recommendations on the formulation and revision of board policy.

Section 1. The purpose of the College Council is:

- To approve the college's annual plans, goals, and objectives.
- To review the college philosophy/mission goals.
- To decide the processes for resource allocation.
- To approve policies and procedures that impact all constituent groups.
- To ensure that accreditation standards and recommendations are addressed.
- To foster improved communication among constituent groups.
- To review the college's evaluation measures.

**ARTICLE II – MEMBERSHIP**

Section 1. Composition – Five members from each constituency group: faculty, management, classified and students.

Each year at its first regularly scheduled meeting, the College Council will review its by-laws.

Removal of members: All members are obligated to maintain a professional decorum during the College Council meeting and to follow the meeting protocol according to Robert's Rules of Order.

Failure to abide by the professional decorum and Robert's Rule of Order may result in correction or removal from the meeting. Removal from the Council for violation will be done by action of the College Council voting consensus.

**ARTICLE III – OFFICERS**

Section 1. The Chair of the College Council shall rotate among the constituency groups. Students have the option to defer chairing the meeting to the next group in rotation.

Section 2. The Chair of College Council shall ask a member of their constituency to preside in the event of the Chair's absence.

Section 3. In the year that the Student constituency holds the chair, another member of the council will volunteer to serve as a mentor for the Student chair.



## ARTICLE IV – MEETINGS

**Time:** To be determined by President's Cabinet.

**Place:** To be determined by President's Cabinet.

**Agendas:** the College Council chair in consultation with the chairs from Integration Council will draft the agenda. The draft agenda will be finalized by President's Cabinet and published with all supporting documents in advance of the meeting as required by the Brown Act.

**Minutes:** To be prepared by note taker and distributed electronically to college campus.

**Emergency Meetings:** Will be called as needed by President's Cabinet.

**Quorum:** At least one member from each constituency must be present to have a quorum.

The meeting will be conducted following Robert's Rules of order.

## ARTICLE V – STANDING AND SUB-COMMITTEES

Section 1. The following Standing Committees shall be responsible to the College Council. Standing Committees and sub-committees shall keep adequate written records of their meetings and activities and distributed them to the Standing Committee members. The College Council shall appoint all chairs of the Standing Committees.

**Standing Committees:** The Standing Committees responsible to College Council are defined in section A1003.1 of the Contra Costa College Procedures Handbook.

Section 2. College Council will function as the Accreditation Self-Study steering committee.

Section 3. The number of members from each represented group on each Standing Committee and Sub-committee shall be recommended by the respective constituencies and approved by the College Council.

Section 4. The Standing Committee membership and the sub-committee membership from each represented group shall be selected as follows:

- A. Classified staff members shall be appointed by the Classified Senate with approval of the CSEA Executive Board.
- B. Management members shall be appointed by the College Superintendent/President.
- C. Academic Senate members shall be appointed by the Senate President one of whom is selected from adjunct faculty with the approval of the Academic Senate Council.
- D. Student members shall be appointed by the ASU President with the approval of the ASU Board.

Section 5. Ad hoc committees may be appointed by the College Council to handle specific functions if the issue is not appropriate for an existing Standing Committee.

Section 6. Ad Hoc committees may be added or deleted by the College Council. When a new committee is added, the initial number of members and the number from each appropriate represented group shall be determined by the College Council after considering the recommendation from the initiator(s) of the new committee.

## **ARTICLE VI - PROCEDURES**

All recommendations for changes in policy not covered by collective bargaining must proceed through College Council. Recommendations for procedural changes shall be reported to the College Council for its input.

Section 1. 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.

Section 2. Standing and ad hoc committee activity reports and recommendation shall proceed directly to the College Council.

Section 3. Prior to the College Council voting on any recommendation, each represented group must have had an opportunity to consider the proposal in order for its representative(s) to have input.

Section 4. In most cases, voting occurs with a second read; however, if there is consensus, voting may occur after a first read.

Section 5. In some cases, there may be an electronic vote.

Section 6. After the vote on a recommendation, the final decision will be recorded in the minutes.

## **ARTICLE VII – RATIFICATION AND AMENDMENTS**

Section 1. These bylaws shall go into immediate effect when ratified by consensus of the College Council unless specified.

Section 2. These bylaws may be amended by a consensus of the College Council.