

Contra Costa College
2600 Mission Bell Drive
San Pablo, CA 94806

COLLEGE COUNCIL MINUTES
November 12, 2008
2:30 p.m. AA-142 Applied Arts Building

Present: Classified: Alma Cardenas, Joyce Edwards, Mercy Pono, Teresina Steffes
Faculty: Richard Akers (Chair), Lee Brelie, Vern Cromartie, Leverett Smith, Wendy Williams
Management: Helen Kalkstein, Carol Maga, Mariles Magalong, McKinley Williams
Students: Jeanelle Hope, Yibo Sun
Absent: John Christensen
Guests: Tim Clow, Bruce King, Ray Pyle

1. **Call to Order** - The meeting was called to order by Chair, Richard Akers at 2:35 p.m.

CONSENT AGENDA - ACTION ITEMS

2. **Approval of the Agenda** – Item # 4 was postponed until Lee Brelie was present.
3. **Approval of Minutes from October 15, 2008** – Minutes were approved.

ACTION ITEMS REMOVED FROM CONSENT AGENDA

NONCONSENT AGENDA - ACTION ITEMS

4. Permanent Campus Memorial for Martin Padilla Revised College Policy C3018 – Facilities and Properties Naming Guidelines– second read

Lee said they changed C3018 - Item IV A.2: *The person or persons, organization or corporation made an exceptional and unique commitment of service to the institution or a major in-kind contribution to the college that is lasting and memorable.*

Item IV C.1 was clarified so that we only need to wait six months after the person passed. *If the request is to honor a deceased person, that request should be submitted only with approval from the family. The College Council will not make a final decision about a request until at least six months of mourning have passed.*

Item IV C.3 was also changed to: *A request to name a college building/facility/real property after a college or district employee who has retired will not be considered until five years after his/her retirement. If a college or district employee is deceased, at least six months must pass before a request will be considered.*

There was some discussion about Item IV A. 1 and 2 if they should be merged or not. Suggestions made were to put 1 and 3 together or 2 and 3 together or change 1 to 1A and change 2 to 1B and change 3 to 2. It also was suggested to incorporate number 3 into 1 and 2. Constituencies caucused on this issue.

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Caucus results:

Management suggested to remove "within the college community" on number 3 and merge 3 with 1 and 2.

Classified suggested to eliminate 3 altogether. Or put the "respect clause" under number 1.

Faculty suggested placing 3 into 1 or 3 into 2. They said number 3 should either be in both places or neither place.

Students felt that 3 should be incorporated into 1 and into 2.

Richard said we will bring this item back to next month's meeting.

A vote was taken to include 3 into 1 and 2 while eliminating "within the college community" in number 3.

Classified: yes; Faculty: yes; Management: yes; Students: yes

Mack said ultimately the final version will be placed in the College Procedures Binder.

INFORMATION/DISCUSSION

5. **College Hour** – Richard said at the Academic Senate meeting they were expecting the ASU President to come to their meeting. Initially faculty suggested a college hour on Fridays but Jeanelle said students are not here on Fridays and the sentiments expressed were that there is not a lot going on the campus on Fridays.

Richard said this is a "hot topic" and he would like to begin to facilitate dialogue back to our constituencies on these kinds of issues. The question to be asked is *how well are we serving our students on Friday?*

Mercy asked if there were enough students to hold a Friday college hour.

Jeanelle said the students voted and decided not to pursue a college hour at this time.

Richard mentioned that classroom keys and security is another "hot topic" that he would like the constituencies to discuss. Wendy said there were some unanswered legal questions that were not answered in the last meeting such as holding paychecks until employees return keys. Mack said he asked Gene Huff to send him something in writing. Teresina said College Council had addressed this issue previously and there is a policy in the College Procedures Handbook. Wendy suggested a subcommittee to redesign our key policy. Richard said this was the responsibility of the Safety Committee and he has submitted a written proposal to them. Mercy said this issue was discussed at the last Classified Senate meeting. Leverett suggested that we

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install a card system. Mariles said that Bruce has done research on the card key system and it costs approximately \$15,000 for double exterior doors and over \$1,000 for each interior door.

Ray Pyle introduced himself as the Chief Facilities Planner. He said he doesn't know the exact costs of installing a card key system but does know that wireless infrastructure or actual wiring has to be completed in order for a card key system to be installed.

Carol reminded everyone this is a Brown Act Meeting and this topic is not listed on the agenda. Richard apologized and said we will include this on next month's agenda.

6. **Remodel and Other Measure A Activities** – Carol introduced Ray Pyle. Ray distributed an expenditure listing from the 2002 and 2006 bonds. The list also included new initiatives. Ray encouraged questions. Wendy asked about the "cradle to grave" building standards that are now being used on new buildings. These standards facilitate that a building be built from recycled materials and everything in the building be recycled such as all of the energy and water needs during the lifetime of the building. Ray said we are looking at sustainability initiatives.

Carol gave a quick update on projects.

- The athletic field is close to completion. We are putting in speakers and this project should be completed by Spring term.
- We are taking the auto technology portion of that building and redoing the facing of the building and re-roofing so it will look like the CTC but we need more funds to finish this project.
- The biosci HVAC is coming along but we have to go through the DSA (Division of the State Architect).
- We are waiting to sign contract on the Music Building for seismic retrofit and we will also construct a music lab.
- Plans for the Classroom Building are coming along as we met with architect who is also building the new SA building. The architect has proposed building those buildings simultaneously. There is still a lot of land surveying to be done prior to actual construction.
- The architectural drawings have been received on the AA Building remodel but we will also have to through the DSA on this project.
- The district hired a firm to do an ADA consult on every building so we are compliant with ADA laws. There is a campus committee working on these recommendations.

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- We are also working with the DSA to complete a temporary seismic retrofit on the LA Building. This will shore up the overhang areas where the offices are located. The LA Building will eventually be razed but we have to ensure people's safety in the meantime.

7. **Reports from Constituency Groups** – Students - Jeanelle reported the ASU met last Friday. There is a district-wide student survey about to be distributed. CCC ASU decided not to participate in the district-wide survey as CCC will distribute their own survey with the assistance of Tim Clow. The survey will be focus on student government and will be administered on survey monkey for employees. Jeanelle said they will also be asking faculty to distribute these surveys in classrooms to students. Richard invited Jeanelle to the next Academic Senate meeting to address this issue directly to faculty. Our survey will be administered in Spring. Tim thanked ASU on their insight on this issue.

Classified – Alma said they had a successful district-wide classified senate meeting at LMC and we will be hosting the next meeting next semester.

Management – Mack said they will modify the management mission statement to include an ethics statement. They spent a lot of time discussing our smoking policy and how to enforce it. Leverett said some of the signs have disappeared around the biology building.

Faculty - Richard said the video senate report was distributed via e-mail. He wants to fairly appoint faculty to committees so he has created a task list associated with committee hours. He often times puts out a request for volunteers and most of the time he doesn't receive any responses to his request. The task list will help Richard assist with a fair selection of committee members. The faculty senate also talked about the Martin Padilla memorial issue.

8. **Announcements** – Richard said he went to a State Chancellor session in Los Angeles last week. They discussed amended resolutions to be submitted to the State Chancellor's Office. Some of those resolutions will affect us. Richard said he is writing a resolution for the next session. He encouraged everyone to view the State Chancellor's web site.

9. **Next Meeting** – December 10, 2008.

10. **Adjournment** – Richard adjourned the meeting at 4:05 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President