

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 Special Meeting May 19, 2014

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 – 5 minutes
8. Student Equity Report – Mayra Padilla – 30 minutes
9. Standardization of Voting for Brown Act Procedures – Wayne Organ – 15 minutes
10. Student Car Pool Program Recommendation – Tammeil Gilkerson – 15 minutes
11. Update on College Planning – Denise Noldon - 10 minutes

STANDING COMMITTEE REPORTS

12. Budget Committee Report – Mariles Magalong – 5 minutes
13. Student Success Committee Report – Mayra Padilla – 5 minutes
14. Operations Committee Report – Tammeil Gilkerson – 5 minutes
15. Planning Committee Report – Wayne Organ – 5 minutes

STANDING COLLEGE COUNCIL BUSINESS

16. Campus Construction Updates – Mariles Magalong - 5 minutes
17. Progress Report from Accreditation Liaison – Donna Floyd – 5 minutes
18. Reports from Constituency Groups – 10 minutes
19. Announcements – 5 minutes
20. Next Meeting – October 9, 2014
21. 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, Wayne Organ, Gabriela Segade
Management: James Eyestone, Karl Debro, Tammeil Gilkerson, Mariles Magalong, Denise Noldon
Students: Ysrael Condori
Classified: Erika Greene
Guests: Donna Floyd, Mayra Padilla
Absent: Beth Goehring, Charles Ramirez, Kelly Ramos, Alissa Scanlin, Seti Sidharta

1. **Call to Order** – by James Eyestone at 2:19 P.M.

PRESENTATIONS

2. **Public Comment** – none

CONSENT AGENDA – ACTION ITEMS

3. **Identification of Speakers from Constituencies**

Faculty – Wayne
Classified – Erika
Students – Ysrael
Management – Tammeil

4. **Approval of Agenda-** Faculty (Wayne Organ) motioned to accept the agenda and Students (Ysrael Condori) seconded the motion.

Vote to accept the May 8, 2014 agenda - Students (Ysrael Condori) yes; Faculty (Wayne Organ) yes; Management (Tammeil Gilkerson) yes; and Classified (Erika Greene) yes.

5. **Approval of Draft Minutes** from May 8, 2014 meeting – Students (Ysrael Condori) motioned to approve the May 8, 2014 minutes and Classified (Erika Greene) seconded the motion providing the change is made on Item 28 with a change of time for the next College Council meeting of 2:00 p.m. in LA-107.

Vote to accept the May 8, 2014 minutes - Students (Ysrael Condori) yes; Faculty (Wayne Organ) yes; Management (Tammeil Gilkerson) yes; and Classified (Erika Greene) yes

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

6. **Art Sculpture – Red Valley by Artist, John Toki** –Management (Tammeil Gilkerson) motioned to approve the John Toki donated Art Sculpture Proposal that includes scope of work, budget, endorsements and next steps and Faculty (Wayne Organ) seconded the motion.

Vote to accept the John Toki Donated Art Sculpture Proposal - Students (Ysrael Condori) yes; Faculty (Wayne Organ) yes; Management (Tammeil Gilkerson) yes; and Classified (Erika Greene) yes

7. **Institutional Order of Planning and Timeline** - Wayne said he made the changes that were requested at the last College Council meeting. Management (Tammeil Gilkerson) motioned to approve the Institutional Order of Planning and Timeline and Classified (Erika Greene) seconded the motion.

Vote to accept the Institutional Order of Planning and Timeline - Students (Ysrael Condori) yes; Faculty (Wayne Organ) yes; Management (Tammeil Gilkerson) yes; and Classified (Erika Greene) yes

8. **Coordination of Institutional Change Issues** - Mayra made a motion to have the Integration Council engage in a process and discussion for any college changes on issues that are not housed in an existing college committee. Denise said most issues have a “home” where there is a process to channel any changes. However, this is referring to the tutoring issue which does not have a “home” for formal processes and changes, such as hiring tutors, budget, etc. Mayra asked if the tutoring issue could be addressed at Integration Council. Students (Ysrael Condori) motioned to have institutional wide changes addressed at Integration Council and Management (Tammeil Gilkerson) seconded the motion.

Vote to have Institutional Wide Changes Addressed at Integration Council - Students (Ysrael Condori) yes; Faculty (Wayne Organ) yes; Management (Tammeil Gilkerson) yes; and Classified (Erika Greene) yes

9. **Budget Committee Recommendations Regarding the College Wide Tutoring Proposal** – Mariles said at the last College Council meeting she brought a tutoring proposal. Mariles now revised the proposal. Instead of a 1.0 coordinator the Budget Committee is now recommending a half time tutoring coordinator (classified position), to replace a .5 faculty coordinator to be reviewed in one year. Faculty (Wayne Organ) motioned to approve the Budget Committee’s recommendation to hire a .5 classified tutor coordinator position to be reviewed in one year and Classified (Erika Greene) seconded the motion. Denise said the funding is not for one year but it is a permanent classified position. Management (Tammeil Gilkerson) amended the motion to approve a permanent tutoring coordinator half time position in place of the previously approved instructional lab coordinator and re-evaluate the position in one year. Faculty (Wayne Organ) seconded the amended motion. Tammeil said there was a stellar group of people who worked on writing this proposal and thanked them for their diligent efforts in order to improve our tutor coordination efforts across the campus.

Vote to accept the Budget Committees Recommendation to hire a permanent half time classified position to replace the previous faculty instructional lab coordinator position and review the position in one year - Students (Ysrael Condori) yes; Faculty (Wayne Organ) yes; Management (Tammeil Gilkerson) yes; and Classified (Erika Greene) yes.

INFORMATION/DISCUSSION

10. **Revision of College Council By Laws** – James made some changes to the College Council By-Laws. Changes are on page 2 until Article IV. Agendas: *The Integration Council will draft the College Council 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.* Article V: The Standing Committees responsible to College Council are defined in section A1003.1 of the Contra Costa College Procedures Handbook.

Faculty (Wayne Organ) made a motion to move this item to an action item and Students (Ysrael Condori) seconded the motion.

Vote to move Item 10 to an action item: Students (Ysrael Condori) yes; Faculty (Wayne organ) yes; Management (Tammeil Gilkerson) yes; and Classified (Erika Greene) yes.

Faculty (Wayne Organ) made motion to approve the changes to the College Council By-Laws. Students (Ysrael Condori) seconded the motion. Tammeil expressed concerns about the time implications of adding the Integration Council to the process of the development of the College Council agenda. Denise said the by-laws don't say how it will be done so whether the College Council chair meets with the Integration Council and then brings the agenda to President's Cabinet or implores some other method to draft the agenda that is not stipulated in the by-laws per say. Integration Council is now predominantly management and is clearly not a constituency based committee. The agenda would still be finalized in President's Cabinet which is a constituency based committee. There were concerns expressed about items addressed in campus committees that don't always make their way to College Council. Wayne said he thinks it would be worthwhile to experiment with this new process. Tammeil said the College Council chair should help to garner the items to be placed on the agenda. Tammeil had concerns about having another cog in the wheel with incorporating the Integration Council. Next year's chair will be a student. We are trying to streamline the process and not bog it down. For the purposes of setting the College Council agenda all of the Integration Council chairs would attend President's Cabinet in order to set the agenda. President's Cabinet may invite anyone to its meetings to set the College Council agenda. It was decided, the draft agenda will be set by Integration Council in consultation with the chair of College Council and then the College Council chair will bring the draft agenda to President's Cabinet.

James amended Article IV under agendas as follows: *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.* Students (Ysrael Condori) made a motion to accept the revised By-Laws. Faculty (Wayne Organ) seconded the motion.

Vote taken to approve the amended College Council By-Laws: Students (Ysrael Condori) yes; Faculty (Bonnie Holt) yes; Management (Tammeil Gilkerson) yes; and Classified (Erika Greene) yes.

11. **Draft Accreditation Self Evaluation Endorsement to Forward to Governing Board** – Donna said James posted the working draft of the accreditation self evaluation to the Portal. The self evaluation has to be submitted to the governing board by next Tuesday to be discussed and reviewed by the June Board meeting (June 25th). Donna said her goal is take copies over to the district next Tuesday. Changes are being made to format the document showing consistencies. Donna said the chancellor read the first 90 pages. We received her input and incorporated the feedback she gave us since the time the draft that was posted on the portal. Therefore, a new draft will be reposted when the document is submitted to the governing board. Changes continue to be made. References will be listed at the end of each standard. There are six commission recommendations that had to be addressed in the document. Donna said if the governing board has significant changes, then we will have July to incorporate those changes but hopefully there will not be significant changes.

Faculty (Wayne Organ) made a motion to move this to endorse this item and move it to an action item. Students (Ysrael Condori) seconded it the motion

Vote to accept the endorsement of the self evaluation: Students (Ysrael Condori) yes; Faculty (Bonnie Holt) yes; Management (Tammeil Gilkerson) yes; and Classified (Erika Greene) yes.

Karl wanted to know if Donna is accepting feedback now. Donna said yes, but implored to send any changes to her quickly. Karl had issues with term “nursery school” in the document. James showed the text reference Karl was referring to but then Donna showed the chart where the term was first referenced and the text was following suit with using the same terminology in the chart. Ysrael asked if all of the clickable links are supposed to work and Wayne said not yet and they are still working on them.

STANDING COMMITTEE REPORTS

12. **Budget Committee** - Mariles said there is no additional information as they have not held a meeting since the last College Council.
13. **Student Success** - Mayra said they did not have a quorum but they will look at recruitment of new members on the committee. Mayra asked for any recommendations of people who will be willing to serve on Student Success.
14. **Operations Committee** – Tammeil said they had a good last meeting of the year. The Sustainability Committee has been working on carpooling efforts for our students. This will be brought to next year’s College Council meeting. We are encouraging our employees to save energy during the summer by turning off any electrical items before they leave.
15. **Planning Committee** – Wayne said this will be his last time at College Council as chair of the Planning Committee and they had not met since the last meeting.

STANDING COLLEGE COUNCIL BUSINESS

16. **Campus Construction Update** – Mariles said the GA elevator deadline for bidders was extended and we did not have any bidders for the seismic retrofit of the Biology and Physical Science Buildings as well. CSI are calling contractors and Ron Johnson is working with Ray Pyle. We are hopeful to have bidders for the Physical Science roof replacement.
17. **Reports from Constituency Groups** – Erika reported the Classified Job Links is slated for June 5th. Plans for Classified Senate will occur after graduation. They will hold elections in June for a Vice President and Treasurer. There will be some CCC representatives at the leadership conference in Ventura from June 19th to 21st.

Ysrael reported that the students held their last ASU meeting and they will be sending out publications for summer events and events occurring at the beginning of the fall semester.

Wayne reported that faculty haven’t met since the last College Council meeting; however, he would like to thank and show appreciation to the College Instruction Committee for all of their hard work over the year as they are *the most overworked committee on campus*.

Denise presented James Eyestone with a resolution for his stellar job of chairing of College Council during the 2013-2014 Academic year. James thanked College Council for the resolution.

18. **Announcements** – Tammeil thanked the campus community for their support of Super Saturday. Graduation is planned for Wednesday night at the Richmond Auditorium. Entry tickets are required for graduation and may be obtained from Student Services. The Nursing Pinning Ceremony is planned for the evening of May 22nd.

Denise said we had some great events within the past week such as the EOPS celebratory event, the Metas event on Saturday. Denise commended Mayra for her voluntary work in keeping Metas afloat. The Kennedy King dinner was last Friday night and CCC was the shining star. The Celebrating Success was Saturday night recognizing the accomplishments of the African American students. Bisa French, who will be recognized at graduation, shared her story at the Celebrating Success graduation. Puente's graduation is also this Thursday as well as the MCHS graduation.

Denise thanked Ysrael for his participation at the college, especially this last year, as he transfers to San Francisco State University. Everyone applauded Ysrael.

19. **Next meeting** will be held in September 2014 depending on the ASU representative's schedule.
20. **Meeting adjourned** at 3:23 p.m. Management (Tammeil Gilkerson) made a motion to adjourn the meeting and faculty (Wayne Organ) seconded the motion.

Vote taken to adjourn the meeting: Students (Ysrael Condori) yes; Faculty (Bonnie Holt) yes; Management (Tammeil Gilkerson) yes; and Classified (Erika Greene) yes.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President

**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.

<u>Project</u>	<u>Construction Summary</u>	<u>Comments</u>
Card Access (C-523)	Several doors on campus have been converted to card access. The project has been completed, except for the double swipe feature at CTC which is still being worked on.	The construction manager (Ron Johnson of CSI) has been following up with the vendors regarding the double swipe issue.
Parking Lot 16 Repairs (C-524)	Additional slippage in parking lots 16 & 17 warranted a revised approach to the repairs. Both lots have to be shored up to prevent further slippage and provide a permanent fix. A proposal to install plate piles will be submitted to the Governing Board for approval in October, 2014. The goal is to finish the project by December, 2014. Then the District will work with Oakley & Oakley for the remaining work to finish the parking lot repairs.	Installing the plate pile system will stabilize both parking lots to prevent further slippage.
Gym Annex Elevator (C-526)	This project is underway. The elevator is scheduled for delivery on October 2, 2014, and the completion date is projected to be December 25, 2014.	
New College Center (C-617)	<p>Classroom Building: the concrete pour on the footings has been completed. Structural steel was delivered and erected starting the week of August 25, 2014.</p> <p>Student Activities Building: work on the footings is ongoing, with the major concrete pour done on September 5, 2014.</p> <p>Fireside Building: infrastructure for utilities is currently being</p>	<p>The ADA signage has been installed, but replacements ordered as graffiti has marred the original signs.</p> <p>The flagpole has been installed.</p>

	installed. The foundation work has also started the week of August 18, 2014.	
Seismic Upgrade/retrofit (C-633)	Phase 1 (seismic upgrade for the Biology and Physical Science buildings) of this project was started on July 7, 2014. Both buildings were ready for occupancy by the start of the Fall 2014 semester. The punch list items will be worked on by the contractor throughout the next few weeks. The rest of the seismic work will be done over the winter break.	Phase 2 will be reviewed at a future date to determine duration, timeframe and funding.
Physical Science Roof Replacement	The project will be completed by the first week of September 2014.	