College Council Minutes
April 8, 2014, 2:00 pm
Karas Room, LTC

College Council Members: Amelia Converse, Celine Pinet, Chris Marshall, Dan Fox, Diane Boynton, DJ Singh, Elizabeth Dilkes Mullins, Fred Hochstaedter, Gary Bolen, Earl Davis, Scott Gunter, Kali Viker, Loran Walsh, Lyndon Schutzler (non-voting), Mark Clements, Marty Johnson, Michael Gilmartin, Stephanie Perkins, Suzanne Ammons, Walter Tribley, ASMPC Rep.

Absent: Mark Clements, ASMPC Rep

1. **Minutes from March 25, 2014.** Approved as recorded.

2. **Action items:** No action items presented.

3. **Information Items:**

    a) **ACCJC Annual Report-2014 (Celine):** The Annual Report was submitted last week to the ACCJC. In August we received a letter from the ACCJC indicating that we would receive additional review in three focus areas. The focus areas subject to review were based on the annual report questions and how these questions were completed. Some of the instructions were vague, thus leading to information being provided which could later be misinterpreted. We are responding with a submittal of information to the ACCJC to include additional information.

    b) **AB86 Grant: Adult Ed./CTE Coordinator (Non-Tenure Track – Categorical) Celine:** The governor's office proposed this grant in order to address Adult Education in Community Colleges so that colleges could develop an Adult Education Model with schools in their geographical areas. The State then developed a prescribed method of developing this plan using a series of templates. We applied for this grant and just received the award in early March. The reporting timeline asks for a first report at the end of June and plans for a funding model by Fall 2015. The grant will provide funding to support a one year, non-tenured faculty position to play a leadership role in guiding the coordination between schools. The grant is intended to aid schools in moving forward in planning with area high schools in several program areas (Basic Skills, Citizenship - ESL, CTE, DSPS and Apprenticeship). This position will help coordinate the efforts of the subgroups and develop pathways as well as work with curriculum development.

4. **Board Policy Review Discussion (Fred):**

    a) May 2012 Board Agenda item (Information): Fred reviewed the history of the board policy approval efforts in the last 3-4 years. He requested clarification on the Board Policy approval process with regards to:
    - Should College Council approve them as an action item?
    - Where are we in the process? Are there plans to resume at a given time?
    - Should policies be reviewed through multiple committees, with two readings or rather, can we find a better balance for appropriate input. Were all five shared governance groups to participate in two readings, the process could easily take over a semester per policy.

    Fred motioned that College Council recommend to the President that Administrative Procedures (AP) be posted alongside Board Policies (BP). Dan seconded the motion, and discussion followed in which it was suggested that legal counsel first be consulted as to whether APs should be posted on the public site.

There was no question that BPs should be posted for public access, but further review is needed as to whether APs should be posted and linked to BPs outside of internal access locations. The group was reminded that one of the values of having the template BPs is that they have been vetted through the Liebert Cassidy Whitmore legal firm and as such, should require very little "word smithing". Dr. Tribley agreed that re-engagement is needed. The consensus was that the group considers each policy on a case by case basis as to whether one or two readings will be necessary. Under the College Council bylaws, action items require two readings, however, the group can vote to suspend this rule and take action on a single reading. Several BPs have gone forward in the last year and are now pending board adoption using a tracking process. The CCLC recommended BPs also carried a new numbering classification from the previous versions. The campus will be informed on the reengagement efforts to adopt current board policies and administrative procedures.

5. **Institutional Goals** (discussion)

   Appendix D 2011-14 Institutional Goals)**:**

   a) Fall 2013 Institutional Mission & Goals Update: Diane reminded everyone to review the definitions of goals and objectives and the distinct roles they serve. Objectives are tasks or specific activities which allow goals to be fulfilled. Goals are critical and relevant to the Mission Statement, long term (3 years), and measureable. She emphasized the need to keep those involved in fulfilling the goals as close to the process as possible and invited suggestions as to the process to best keep all engaged in as we step forward to establish the next series of goals. In the discussion, consensus was reached to begin with existing goals along with the Education Master Plan in planning our future Institutional Goals. Diane reviewed the chart which organized **Goals, Influences, Objectives, Lead Responsibility, Methods of Assessment** in columnar format. She asked members to review each of the Education Master Plan and the 2011-14 goals and objectives and determine whether they are critical and relevant to the mission, serve us in the long term and are measureable. *Following today's meeting Diane forwarded the following :*

      1. Are the 2011-2014 goals:
         a. Critical and relevant to the mission?
         b. Designed to give us a long-term (3 years) perspective?
         c. Measurable?
      2. Are the objectives:
         a. Critical and relevant to the goals?
         b. Specific activities (action items)?
         c. Measurable?
      3. What goals and/or objectives are missing from the current Ed Master Plan document? Are there new elements to be addressed, or are there elements that have been overlooked?
      4. What elements have been addressed? That is, are there goals and/or objectives that can be removed from the plan?

   Diane invited all to consider any other documents which they believe may be relevant to the above.

6. **Campus community comments:**
   - Celine reported on efforts in reviewing the class schedule for efficiencies.
   - Earl reported on progress on a new parking permit vendor which will provide a better managed parking purchase, distribution process.

- Fred requested that a Resolution from AS (re: ACCJC) be placed on the next Council agenda.
- Scott indicated that IT did a great job in implementing the VDI (Thin Client) at BMC and invited all to attend their Open House for a walk through.
- Gary announced the upcoming performance a *Heaven and Hell on Earth – a One Act Festival* showing over the next three weekends.

Items for future meetings:
- Flex Days
- Board policy adoptions
- Online student services
- Online application/registration process
- Policy/process for reorganization