

## College of the Siskiyous

### Campus-Wide Standing Committee Annual Report and Evaluation

<b>Committee Name</b>		College Council			
<b>Committee Members</b>		Dr. Stephen Schoonmaker – Superintendent/President Darlene Melby – Administrative Representative Theresa Richmond – Administrative Representative Hallie Coppi – Faculty Representative (8/29/18 – 4/24/19) Patrice Thatcher – Faculty Representative (5/8/19 – 5/22/19) Jayne Turk – Faculty Representative Christina Van Alfen – ASM Representative Stephanie Wroten – ASM Representative Joshua Collins – Classified Representative Debbie Dutcher – Classified Representative Dayna Avery – Student Representative (2/27/19 – 5/22/19) Emma Furman – Student Representative (9/12/18 – 12/12/18) Sheila Grimes – Recording Secretary			
<b>Committee Charge (Summary)</b>		College Council is the primary participatory governance group whose mission is to engage constituent groups in decision-making processes on matters of institutional significance.			
<b>For Academic Year:</b>		<b>2018-2019</b>		<b>Date of Annual Report:</b>	
				<b>May 1, 2019</b>	
Month	Mtg Date	# Members Present	Date Agenda Sent	Date Minutes Posted	Please list the tasks that the Committee will be working on as a result of the meeting.
August	29	9	8/28/2018	8/31/2018	<ul style="list-style-type: none"> <li>• Research the possibility of video conferencing Council meetings to the Yreka Campus.</li> <li>• Research the possibility of holding Council meetings at the Yreka Campus.</li> </ul>
September	12	9	9/10/2018	9/14/2018	<ul style="list-style-type: none"> <li>• Review the Council’s goals from last year’s annual report and bring forth ideas for additional goals to the next meeting to discuss.</li> <li>• “Future Agenda Items” will be added to the agendas to allow members to request topics for upcoming meetings.</li> </ul>
September	26	9	9/21/2018	9/28/2018	<ul style="list-style-type: none"> <li>• The following goals were added for College Council:                             <ul style="list-style-type: none"> <li>○ Finalize the Participatory Governance document</li> <li>○ Receive input from constituent groups and/or other councils</li> <li>○ Continue reviewing Board Policies and Administrative Procedures in a timely fashion</li> </ul> </li> <li>• At the end of the spring term, Academic Senate will appoint faculty members to serve on College Council for the following year.</li> <li>• Inquiries will be made with ASB to see if student representatives could also be appointed at the end of the spring term for the following year.</li> </ul>

					<ul style="list-style-type: none"> <li>• Members will email the Council if they have additional ideas for goals. The entire list of goals will be reviewed at the next meeting.</li> <li>• Student Services Council will explore how we as a college could go about collecting Megan’s Law reporting information and ensure that we do not put anyone in harm’s way.</li> <li>• Human Resources will provide a membership list of the proposed ASM Senate.</li> <li>• Approval of the Governance Model failed. This document will be brought back to the next meeting for further discussion.</li> <li>• Revised BP 2100 (Board Elections) will be brought back to the next meeting for further review.</li> <li>• Cost Containment will be added to future agendas.</li> <li>• Presentations on cost containment will be shared at the All College meetings.</li> </ul>
October	10	10	10/11/2018	10/12/2018	<ul style="list-style-type: none"> <li>• Theresa Richmond will create a blue ribbon group to investigate all of the issues with Mandated Reporting. This group will share information on this subject at the next Planning Day – Friday, December 14.</li> <li>• Additional training on mandated reporting for all COS employees was requested.</li> <li>• Cost Containment ideas funneled through the Council will be directed to the appropriate area for further exploration.</li> </ul>
October	24	6	10/20/2018	10/24/2018	<ul style="list-style-type: none"> <li>• Cost Containment Ideas will appear on the Council’s agenda every month on the fourth Wednesday.</li> <li>• Policy reference language will be checked against AP 2510 and brought back to the next meeting for review.</li> <li>• Theresa will email the faculty information on using original scholarship toward column movement.</li> <li>• As space is an issue at COS, an agenda item entitled, “Space – The Final Frontier will be added to the next Expanded President’s Cabinet agenda.</li> </ul>
November	14	5	11/9/2018	11/16/2018	<ul style="list-style-type: none"> <li>• Members will bring their calendars to the next meeting to pick a date to hold a meeting at the Yreka Campus.</li> <li>• Enrollment Management Activity Report was placed on the “Future Agenda Item” list.</li> </ul>
November	28	9	11/21/2018	11/26/2018	<ul style="list-style-type: none"> <li>• Review revised Administrative Procedure 2510 (participation in Local Decision Making) and the Governance Model at the February 13 meeting.</li> <li>• Dr. Schoonmaker, Jayne Turk, and Theresa Richmond volunteered to drive members of</li> </ul>

					<p>the Council, at no additional expense to the District, to the meeting scheduled in Yreka.</p> <ul style="list-style-type: none"> <li>• The Council will review goals for the year and accessing their effectiveness thus far at the next meeting.</li> <li>• As the College reviews different insurance providers for next year, the idea of one member of a COS employed married couple opting out of the medical insurance plan will be considered.</li> </ul>
December	12	9	12/10/2018	12/14/2018	<ul style="list-style-type: none"> <li>• A goal was set for all outstanding Chapter III BPs/APs to be approved by the appropriate council and be ready to review at the February 27 meeting.</li> <li>• Once the ASM Senate has been formed, the Participatory Governance document will be distributed to the various constituent groups in the spring for additional input.</li> <li>• The Council will work on developing an internal evaluation document. This item will be placed on the “Future Agenda Item” list.</li> </ul>
February	27	9	2/25/2019	3/1/2019	<ul style="list-style-type: none"> <li>• The Council will hold a meeting on Wednesday, May 8, at the Yreka Campus.</li> <li>• College Council will serve as the Continuous Quality Improvement Committee (CQI).</li> <li>• A joint meeting with the Integrated Planning and Budget Committee on Wednesday, May 15, at 4 p.m. in order to review the Tentative Budget for 2019-2020.</li> </ul>
March	13	5	3/12/2019	3/15/2019	<ul style="list-style-type: none"> <li>• The goal is to review all the outstanding Chapter 3 BPs and APs at the next meeting.</li> <li>• Josh Collins will contact Dawnie regarding the need to update the vinyl signage displayed on the pathway lighting poles.</li> <li>• Darlene Melby will follow up with Veronica Rivera regarding what areas of the campus should transitioned to LED lighting.</li> <li>• Darlene will reconvene the Student Email Policy Focus Group to recommend solutions to the student email issue.</li> <li>• Darlene will discuss the “Pack It In- Pack It Out” program with Veronica and place this topic on the next Administrative Services agenda.</li> <li>• Employee Compensation will be added to the April 10 agenda.</li> <li>• Theresa Richmond will be bringing information regarding the college’s nepotism policy and procedure to the Council in the near future.</li> </ul>
April	10	9	4/8/2019	5/1/19	<ul style="list-style-type: none"> <li>• A survey will be developed and emailed to each of the six participatory governance councils for feedback regarding their evaluation.</li> </ul>

					<ul style="list-style-type: none"> <li>• A survey will be sent to all employees to evaluate whether the information received at the six participatory governance councils is being shared to their constituent groups by their appointed committee representatives.</li> <li>• The Council will review the completed top portion of the Annual Report and Internal Evaluation to begin the process.</li> <li>• Darlene will check with IPB to see if they are willing to hold a meeting on Friday, May 10, to review the Institutional Master Plan.</li> </ul>
April	24	8	4/22/19	5/13/19	<ul style="list-style-type: none"> <li>• The Council will review the completed top portion of the Annual Report &amp; Evaluation form and come prepared to discuss the bottom portion of the form at the next meeting.</li> </ul>
May	8	7	5/6/19	5/8/19	<ul style="list-style-type: none"> <li>• The Council was asked to think about possible goals for 2019-2020 and come prepared to discuss them at the next meeting.</li> </ul>
May	15	8	5/15/19	5/17/19	<ul style="list-style-type: none"> <li>• As next week’s College Council meeting conflicts with the open forum for the position of Vice President – Academic Affairs, a doodle poll will be sent out to determine new meeting time.</li> </ul>
May	23	8	5/21/19		<ul style="list-style-type: none"> <li>• Constituent representative will each ask their governance group for volunteers to meet as a committee this summer to review the Employee Satisfaction Survey and determine the next steps in this process.</li> </ul>
<b>Avg Attendance</b>		<b>8</b>			

<b>Major Accomplishments or Achievements in Past Year</b>	Critically analyzed and approved Board Policies and Administrative Procedures.
	Reviewed and updated the Campus-Wide Standing Committee Annual Report and Evaluation form and added an additional survey for each of the Standing Committees.
	Held regularly scheduled meetings where respectful discussions regarding various matters of the District.
	Each of the constituent groups were well represented in the College Council membership.
	Placing topics on the agenda from the constituent groups.
	Compiled a Participatory Governance Organizational Chart.
	Revised Board Policy 2100 to change the voting process of our Board of Trustees from an At-Large-Trustee election to a By-Trustee-Area election.
<b>Major Obstacles or Problems with Committee</b>	Difficulty in bringing feedback from the constituent groups to College Council as the future agenda items are unknown.
	Issues are discussed but the Council is able to act on them.
<b>Recommendations for Improving Process or Efficiency</b>	In the fall, return to a 90-minute meeting schedule in order to accommodate the growing number of documents to be reviewed by College Council.
	In order to receive feedback from the various constituent groups and standing committees, add to each agenda “Next Council’s Agenda” and once a month add “Reports from Standing Committee Chairs.”

	Encourage timely review of Board Policies and Administrative Procedures throughout the academic year.
	Discuss issues that the Council is able to act on or make recommendations on and communicate these decisions to the campus community.

Committee’s Goals and Institutional Goals and were expectations met.	<b>Develop an internal evaluation rather than an annual report for the campus-wide standing committees.</b> The Council reviewed the annual report and added “evaluation” to the title of the document.
	<b>Explore Zoom so that members who are off campus who wish to participate in meetings can do so.</b> When needed, College Council meetings were video-conferenced to the Yreka Campus.
	<b>Revise the charge of College Council.</b> The Council reviewed their charge and decided that no changes were needed.

Committee Goals (if appropriate) for Coming Year and list Related Institutional Goal	Finalize Governance Document
	Establish Continuous Quality Improvement (CQI)
	Determine sequencing of documents with the councils/committee
	Encourage timely review of Board Policies and Administrative Procedures throughout the year.

<b>Chair Signature</b>	X
<i>Typed or Printed Name</i>	

<b>College of the Siskiyou Institutional Goals</b>
<b>Goal #1:</b> Promote and support educational goal completion for all students.
<b>Goal #2:</b> Sustain institutional health and vitality to meet the needs of the community.
<b>Goal #3:</b> Evaluate institutional effectiveness for continuous improvement.

<b>College of the Siskiyou Mission</b>
<i>College of the Siskiyou promotes learning and provides academic excellence for today’s global students through accessible, flexible, affordable, and innovative education leading to associate degrees, certificates, college transfer, career and technical education, workforce training, and basic skills preparation.</i>