

If there are any questions or concerns regarding the minutes, please contact your constituent representative for additional information or clarification.

**COLLEGE COUNCIL  
MINUTES  
December 12, 2018**

**The following members were present:**

Dr. Stephen Schoonmaker – President  
Darlene Melby – Administration Representative  
Theresa Richmond – Administration Representative  
Neil Carpentier-Alting – Faculty Representative  
Hallie Coppi – Faculty Representative  
Christina Van Alfen – ASM Representative  
Stephanie Wroten – ASM Representative  
Josh Collins – Classified Representative  
Debbie Dutcher – Classified Representative

**Absent:**

Emma Furman – Student Representative  
Jayne Turk – Faculty Representative  
(Currently one Student Representative Position is vacant.)

**Also Present:**

Cora Brownell, Director – Nursing  
Desiree Kaae, Executive Assistant – Vice President Administrative Services  
Mark Klever, Interim Director – Work Force Development  
Melissa Green, Vice President – Student Services  
Sheila Grimes – Recording Secretary

The meeting was called to order at 3:45 p.m. by Dr. Schoonmaker.

**Consent Agenda**

**Item 1. Approval of Minutes**

It was moved and seconded (Collins/Richmond) to accept the minutes of the November 28, 2018, College Council meeting. The motion carried with the following vote: 5 ayes, 0 noes, 2 abstentions, 2 absent. (Stephanie Wroten was not present when the vote was taken.)

**Regular Agenda**

**Item 2. Progress of Board Policies and Administrative Procedures**

In the fall, Desiree emailed each of the assistants a listing of Board Policies (BP) and Administrative Procedures (AP) for their respective areas. Desiree stated that only a handful of BPs and APs have been submitted to her to be forwarded to College Council. Dr. Schoonmaker encouraged everyone to review and update their area's BPs and APs during the winter intersession so that they would be ready at the beginning of the spring semester to send through the governance process. Sheila noted that the BPs and APs for Chapter III were distributed to the appropriate areas two years ago and several of them are still outstanding. Dr. Schoonmaker set a goal that all the outstanding BPs and APs for Chapter III be approved by the appropriate council and be ready to review at the February 27 College Council meeting.

**Item 3. Recommended Review of Board Policy**

Board Policy 4050 – Articulation was reviewed.

It was moved and seconded (Collins/Richmond) to recommend approval of Board Policy 4050. The motion carried with the following vote: 8 ayes, 0 noes, 1 absent.

**Item 4. Recommend Review of Revised Board Policy**

Board Policy 4030 – Academic Freedom was reviewed.

It was moved and seconded (Collins/Dutcher) to table Board Policy 4030 and return this document to Instructional Council to clarify the intent of item D under section I. The motion carried with the following vote: 8 ayes, 0 noes, 1 absent.

**Item 5. Recommend Review of Revised Administrative Procedures**

Administrative Procedures 4030 – Academic Freedom and 4050 - Articulation were reviewed.

College Council recommended returning Administrative Procedure 4050 to Instruction Council and suggested the following changes:

- On Page two, Item 4, the sentence begins with “That.” Remove “That” and “COS” so that the sentence reads as follows: The process remains in place and appropriate faculty are participating in good faith is the responsibility of the appropriate Dean of Director.
- On Page three, under Item 7, after the second sentence, explain the steps necessary for the evaluation of a student portfolio and a challenge examination.
- On Page three, under Item 2.b, remove “placement” and add “standing” so that the sentence reads as follows: Review the competencies required in the College course and the process for earning advanced standing.
- On Page three, under Item 2.e, remove “Division.”
- As this is a College Administrative Procedure, remove all references to College of the Siskiyous and COS. If the College is being referred to, please state “the College.”

It was moved and seconded (Collins/Dutcher) to recommend approval of Administrative Procedures 4030 and 4050 with the following vote: 0 ayes, 8 noes, 1 absent. The motion failed.

It was moved and seconded (Collins/Dutcher) to recommend approval of Administrative Procedure 4030. The motion carried with the following vote: 8 ayes, 0 noes, 1 absent.

It was moved and seconded (Van Alfen/Richmond) to table Administrative Procedure 4050 and return this document to Instruction Council for a complete review as well as to incorporate the above-suggested revisions. The motion carried with the following vote: 8 ayes, 0 noes, 1 absent.

**Item 6. Progress on End-of-the-Year Goals**

As we are about half way through the academic year, College Council reviewed the status of their goals:

**1. Finalize the Participatory Governance document.**

This document has been drafted and is in process. 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.

**Item 6. Progress on End-of-the-Year Goals**

**2. Develop an internal evaluation rather than an annual report for the campus-wide standing committees.**

The Council will work on developing this document in the spring. This item is to be placed on the agenda under future agenda items.

**3. Receive input from constituent groups and/or other councils to be shared at College Council.**

Each of the constituent group representatives stated that they each have a mechanism for forwarding their concerns to College Council.

**4. Continue to review Board Policies and Administrative Procedures in a timely fashion as stated in Administrative Procedure No. 2410.**

We need to increase our momentum in reviewing and revising our Board Policies and Administrative Procedures.

**Item 7. Enrollment Management Activity Report**

The Enrollment Management Team has been brainstorming several possibilities to increase enrollment. This committee meets twice a month and does include faculty members.

**Item 8. Cost Containment Ideas**

Halli Coppi reported that the Nursing Department rearranged their schedules and moved a summer course to the spring semester, which saved the District thousands of dollars in employee compensation.

**Item 9. Other**

• **Future Agenda Items**

- *Employee Compensation*

• **On-Going Agenda Items**

- *Continuing work on BPs and APs*
- *Review Nepotism Policy and Procedures (BP/AP 7310)*

**Item 10. Adjournment**

There being no further business, the meeting was adjourned at 5:17 p.m.