

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

**COLLEGE COUNCIL
MINUTES
February 27, 2019**

The following members were present:

Dr. Stephen Schoonmaker – President
Darlene Melby – Administration Representative
Theresa Richmond – Administration Representative
Hallie Coppi – Faculty Representative
Jayne Turk – Faculty Representative
Christina Van Alfen – ASM Representative
Josh Collins – Classified Representative
Debbie Dutcher – Classified Representative
Dayna Avery – Student Representative

Absent:

Stephanie Wroten – ASM Representative
(Currently one Student Representative Position is vacant.)

Also Present:

Dr. Carole Bogue, Interim Vice President – Instruction
Melissa Green, Vice President – Student Services
Wayne Keller, Director – Information Technology
Sheila Grimes – Recording Secretary

The meeting was called to order at 4:02 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 December 12, 2018, College Council meeting. The motion carried with the following vote: 6 ayes, 0 noes, 3 absent. (Hallie Coppi and Jayne Turk were not present when the vote was taken.)

Regular Agenda

Item 2. Systems Administrator Position

Wayne Keller, Director – Information Technology, shared with College Council that since the College has moved to a Cloud Based Storage System for Banner, many of the core job duties of the Programmer Analyst position have changed. Therefore, the position responsibilities for the Programmer Analyst were revised along with the position title, which was changed to a Systems Administrator. The Systems Administrator will remain on the same level on the salary schedule as the Programmer Analyst. This agenda item is for informational purposes only as this position is currently funded in the 2018-2019 budget. This position will be presented to the Integrated Planning and Budget Committee on Friday, March 1.

Item 3. 2019-2020 Academic Calendar

Dr. Carole Bogue presented the proposed 2019-2020 Academic Calendar. She noted that at the request of Mike Tischler one of the mandatory flex days was changed from Monday, December 16, 2019, to Wednesday, August 21, 2019. In order to show the completion of the 2019-2020 academic calendar, the first week of August 2020 will be added.

It was moved and seconded (Collins/Avery) to recommend approval of the 2019-2020 Academic Calendar with the addition of the first week of August 2020. The motion carried with the following vote: 8 ayes, 0 noes, 1 absent.

Dr. Schoonmaker would like the College to immediately begin implementing a four-year academic calendar to include the following years: 2018-2019, 2019-2020, 2020-2021, with a tentative 2021-2022.

It was moved and seconded (Turk/Richmond) to recommend establishing an Academic Calendar Advisory Committee with the appropriate faculty including but not limited to head coaches and faculty from Career and Technical Education, as well as personnel from Food Services, Lodges, Human Resources, Associated Student Body, and other affected parties. The motion carried with the following vote: 8 ayes, 0 noes, 1 absent.

The Office of Instruction will be in charge of establishing the Academic Calendar Advisory Committee.

Item 4. Reminder – Review of BPs and APs – Chapter 3 – April 10

It is the goal of College Council to review all of the following outstanding Chapter 3 Board Policies (BPs) and Administrative Procedures (APs) by Wednesday, April 10:

- BP 3520 – Local Law Enforcement – Student Services
- BP 3540 – Sexual and Other Assaults of Campus – Human Resources
- BP/AP 3560 – Alcoholic Beverages – Administrative Services
- BP/AP 3600 – Auxiliary Organizations – Administrative Services
- BP/AP 3715 – Intellectual Property – Instruction
- BP 3720 – Computer and Network Use – Administrative Services
- BP/AP 3750 – Use of Copyrighted Material – Instruction
- BP 3810 – Claims Against the District – Administrative Services
- AP 3820 – Gifts – Public Information Office
- AP 3900 – Speech: Time, Place, & Manner – Student Services

In the future as College Council reviews a BP or an AP, the language of the corresponding BP or AP will also be available for reference.

Item 5. Date Selection – College Council Yreka Meeting

Discussion was held as to the date that College Council should travel to the Yreka Campus to hold their meeting. It was noted that the meeting would still be video conferenced to DLC 4 on the Weed Campus for those who are unable to travel.

It was moved and seconded (Van Alfen/Collins) to recommend holding a College Council meeting on Wednesday, May 8, at the Yreka Campus. The motion carried with the following vote: 6 ayes, 0 noes, 3 absent. (Hallie Coppi and Jayne Turk were not present when the vote was taken.)

Item 6. CQIP Team

This agenda item is incorrectly titled, “CQIP Team.” The correct title should be the Continuous Quality Improvement Committee (CQI). The charge of the CQI Committee is to assess the quality and standards necessary for the College and District to fulfill its mission, demonstrate optimal institutional effectiveness, and seek to continuously improve the quality of College and District operations. Dr. Schoonmaker distributed a draft document entitled, “College of the Siskiyou Institutional Effectiveness Model.” This document was based upon an effectiveness model used by Richland Community College which was the first community college to win the National Malcolm Baldrige Quality Award. Dr. Schoonmaker would like College Council to serve as the CQI Committee.

Item 7. 2019-2020 Budget Assumptions/Budget Development Timeline

Darlene Melby noted that the 2019-2020 Budget Assumptions and the Budget Development Timeline has been reviewed by the Integrated Planning and Budget Committee and they recommended approval. She stated that the 2019-2020 Budget Assumptions are driven by the Board of Trustees’ goals for the current year as well as the Governor’s proposed budget. Darlene provided College Council with an overview of these two documents.

It was moved and seconded (Collins/Avery) to recommend approval of the 2019-2020 Budget Assumptions/Budget Development Timeline. The motion carried with the following vote: 8 ayes, 0 noes, 1 absent.

It was moved and seconded (Van Alfen/Turk) to recommend approval to hold a joint meeting of College Council and the Integrated Planning and Budget Committee on Wednesday, May 15, at 4 p.m. in order to review the Tentative Budget for 2019-2020. The motion carried with the following vote: 8 ayes, 0 noes, 1 absent.

Item 8. My Navigator Signage

Due to time constraints, this item was tabled until the next meeting.

Item 9. Automatic Lights

Due to time constraints, this item was tabled until the next meeting.

Item 10. Student Email Policy Update

Due to time constraints, this item was tabled until the next meeting.

Item 11. Cost Containment Ideas

Due to time constraints, this item was tabled until the next meeting.

Item 12. Other

Dr. Schoonmaker introduced Dayna Avery, College Council’s new student representative for the spring semester. Unfortunately, due to a heavy course load for this semester, Emma Furman has resigned from College Council.

➤ **Future Agenda Items**

- *Review of BPs and APs – Chapter 3 – March 13*
- *Develop an internal evaluation*
- *Review of Administrative Procedure 2510 – March*
- *Governance Model - March*
- *Employee Compensation*

Item 12. Other (Cont'd)

➤ **On-Going Agenda Items**

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

Item 13. Adjournment

There being no further business, the meeting was adjourned at 5:09 p.m.