

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

**COLLEGE COUNCIL  
MINUTES  
May 8, 2019**

**The following members were present:**

Dr. Stephen Schoonmaker – President  
Darlene Melby – Administration Representative  
Patrice Thatcher – Faculty Representative  
Jayne Turk – Faculty Representative  
Christina Van Alfen – ASM Representative  
Stephanie Wroten – ASM Representative  
Dayna Avery – Student Representative

**Absent:**

Josh Collins – Classified Representative  
Debbie Dutcher – Classified Representative  
Theresa Richmond – Administration Representative  
(Currently one Student Representative Position is vacant.)

**Also Present:**

Melissa Green, Vice President – Student Services  
Dawnie Slabaugh, Director PIO/Foundation Office  
Dr. Zachary Zweigle, Dean – Instruction  
Sheila Grimes – Recording Secretary

The meeting was called to order at 4:07 p.m. by Dr. Schoonmaker.

**Consent Agenda**

**Item 1. Approval of Minutes**

The minutes of April 24, 2019, were reviewed. It was moved and seconded (Turk/Avery) to accept the minutes of the April 24, 2019, College Council meeting. The motion carried with the following vote: 6 ayes, 0 noes, 3 absent.

**Regular Agenda**

**Item 2. CQIP Rankings**

College Council reviewed the CQIP Rankings, which were recommended by Integrated Planning and Budget (IPB). The CQIP Rankings for 2019-2020 are the result of the open hearings that IPB held in April. Darlene explained that the Rankings were separated into categories such as equipment, facilities, furniture and fixtures, operating expenses, software, staff, technology, etc. During the open hearings, a list of faculty positions was developed but not ranked. Academic Senate also submitted a separate list of unranked faculty positions. One correction was noted on Page 14. The funding source for the 56-passenger bus under Athletics should be changed from Strong Workforce to Vehicle Replacement.

It was moved and seconded (Turk/Avery) to recommend acceptance of the CQIP Rankings as amended. The motion carried with the following vote: 6 ayes, 0 noes, 3 absent.

**Item 3. Campus-Wide Standing Committee Annual Report and Evaluation**

The Council reviewed the following documents: Shared Governance Committee Survey – 2019, Shared Governance Disaggregated 2019 – By Committee and Employee Classification, and the College Council – Annual Report Evaluation – Survey Results and provided input regarding their Annual Report and Evaluation. The Council was asked to contemplate possible goals for 2019-2020 and come prepared to discuss them at the next meeting.

**Item 4. Review of Board Policy**

Board Policy 3560 was reviewed.

It was moved and seconded (Wroten/Van Alfen) to recommend acceptance of Board Policy 3560. The motion carried with the following vote: 6 ayes, 0 noes, 3 absent.

**Item 5. Review of Revised Board Policies**

Board Policy 3810 was reviewed.

It was moved and seconded (Turk/Melby) to recommend acceptance of Board Policy 3810. The motion carried with the following vote: 6 ayes, 0 noes, 3 absent.

Board Policy 3820 was reviewed.

The revision listed below was suggested for BP 3820:

- Last paragraph, change “or” to “and/or.” This sentence now reads as follows: The Board will not accept any gift that has not been vetted by the District **and/or** the College Foundation.

It was moved and seconded (Van Alfen/Wroten) to recommend acceptance of Board Policy 3820 as amended. The motion carried with the following vote: 6 ayes, 0 noes, 3 absent.

Board Policy 5015 was reviewed.

It was moved and seconded (Avery/Turk) to recommend acceptance of Board Policy 5015. The motion carried with the following vote: 6 ayes, 0 noes, 3 absent.

**Item 6. Recommend Review of Revised Administrative Procedure**

Administrative Procedure 3560 was reviewed.

It was moved and seconded (Avery/Turk) to table Administrative Procedure 3560 until the next meeting so that language can be added to include guidelines regarding alcoholic beverages as part of the curriculum. The motion carried with the following vote: 6 ayes, 0 noes, 3 absent.

Administrative Procedure 3810 was reviewed.

The revision listed below was suggested for AP 3810:

- Page two, first paragraph, move 800 College Avenue to the next line.

It was moved and seconded (Avery/Wroten) to recommend acceptance of Board Policy 3810 as amended. The motion carried with the following vote: 6 ayes, 0 noes, 3 absent.

Administrative Procedure 3820 was reviewed.

**Item 6. Recommend Review of Revised Administrative Procedure (Con't)**

The revision listed below was suggested for AP 3820:

- Page two, last paragraph, first sentence, change “or” to “and/or.” This sentence now reads as follows: Gifts of equipment with a value **and/or** annual maintenance cost of \$5,000 or more shall be reported to the Director of Fiscal Services and added to the equipment inventory file in accordance with District Business Procedure 10.51.
- Page two, last paragraph, second sentence, revised as follows: If the gift is an item of equipment (as classified in the California Community College Budget and Accounting Manual), an asset number shall be affixed **on the equipment** and ~~reported on the copy entered into inventory.~~

It was moved and seconded (Turk/Wroten) to recommend acceptance of Administrative Procedure 3820 as amended. The motion carried with the following vote: 6 ayes, 0 noes, 3 absent.

Administrative Procedure 4021 was reviewed.

The revision listed below was suggested for AP 4021:

- Page two, fourth bullet, change “impact” to “impacts”

It was moved and seconded (Avery/Melby) to recommend acceptance of Administrative Procedure 4021 as amended. The motion carried with the following vote: 6 ayes, 0 noes, 3 absent.

Administrative Procedures 4022 was reviewed.

The revisions listed below were suggested for AP 4022:

- First page, last paragraph, revise as follows: New course development **may be proposed shall be initiated** by a ~~community member~~, community member, faculty member or an appropriate academic division, and discussed and approved by an appropriate department **discipline. Initiation of a new course shall be entered by a faculty member.**
- Second page, first paragraph, second sentence: revise as follows: ~~All individuals involved in curriculum approval process shall receive trainings on course approval as set forth in Title 5, Section 55100. The course proposal~~ **proposed course outline of record (COR)** shall be **submitted for review to:** ~~reviewed and approved according to the approval criteria by the following individuals and approving bodies:~~
  - Change order of a., b., c., d., and e. to a., d., b., c., and e.
  - Before c. insert **“To be approved by:”**
  - Third page, fourth bullet, remove “help.”

It was moved and seconded (Wroten/Avery) to table Administrative Procedure 4022 until this document is revised to incorporate the changes Jayne Turk discussed with Dr. Bogue as well as the above suggested changes. The motion carried with the following vote: 6 ayes, 0 noes, 3 absent. (Dayna Avery was not present when the vote was taken.)

Due to time constraints, the remaining Administrative Procedures (4050, 4235, 4240, 4260, and 5015) will be moved to the next meeting.

**Item 7. Review of Administrative Procedure 5210**

Due to time constraints, this item will be moved to the next meeting.

**Item 8. Review of Governance Model**

Due to time constraints, this item will be moved to the next meeting.

**Item 9. Cost Containment Ideas**

Due to time constraints, this item will be moved to the next meeting.

**Item 10. Other**

➤ **Future Agenda Items**

- *Review Nepotism Policy and Procedure (BP/AP 7310) – May 22*

➤ **On-Going Agenda Items**

- *Continuing work on BPs and APs*

**Item 11. Adjournment**

There being no further business, the meeting was adjourned at 5:28 p.m.