



College Council Meeting Minutes

March 17, 2017

9:00 a.m. – 11:00 a.m.

Manzanita Conference Room

Members Present:

Doreen Bass, Angie Fairchilds, Wendy Griffiths-Bender, Amy Nilson, Erin Naegle, Trevor Stewart, Jerad Moss, Kimberly Francis, Lahna VonEpps, Marnie Shively

Guests:

Absent:

Tim Elizondo, Brian Sanders, Errin Bass (ASCC Representative), Blaire Eversley (ASCC Representative), Shane Riaski (ASCC Representative)

Agenda

Available on the College Council SharePoint site <https://sp-portal.yosemite.edu/CC/ccouncil/default.aspx>

Recommended for Vote

Approval of the Record of Meeting for the February, 24, 2017 College Council

It was moved, seconded (Wendy Griffiths-Bender, Doreen Bass) and approved to accept the record of meeting with no corrections.

Minutes		
TOPIC: Strategic Plan (“Goals” review)		
Discussion: Angie shared that in April we will do a thorough review of the work accomplished thus far and that we may need to identify a 7 th goal for College Services and discuss a comprehensive staffing plan.		
Conclusions:		
Action items:	Person Responsible:	Deadline
TOPIC: Revised “Definition of a Program” (Final Version)		
Discussion: Wendy shared that the Academic Senate approved the “Definition of a Program” at their February 24 meeting.		
Conclusions: College Council approved the “Definition of a Program” on March 17, 2017.		
Action items:	Person responsible:	Deadline:
TOPIC: Council and Committee Structure – <i>proposed councils</i> (Academic Senate feedback)		

Discussion:

On March 16, 2017, Brian emailed the committee the proposed council and committee structure. Angie shared Brian's email and why the proposed structure looks different from the one the committee reviewed last month (see bulletin points below). The Academic Senate will be discussing the proposed structure on March 24 and will bring feedback to the next College Council meeting. Lahna suggested that on page 5 of the document - an additional line be added - stating, "check with experts in the field." It was suggested that an evaluation component be added after the word "implementation" on page 5. Erin asked if the SLO committee should stand-alone or be incorporated into the Effectiveness Council.

1. Both senates felt it was confusing to have the senate boxes "floating" with some "funky" arrows and footnotes. The Academic Senate recommended that those be removed and the concepts reflected at the bottom of the page. You will find that the basic structure of committees and councils looks about the same, but at the bottom of page 1 there is a description of who our constituencies are.
2. Both groups requested greater clarity on representation. In response, we have added a new "layer" – the second page, which shows in more detail which constituencies are represented. For instance, on Curriculum, it states that we "Primarily rely upon faculty", that administrators serve as liaison, that staff members serve in support roles, and that students may participate (although they seldom last long!).
3. In writing the Institutional Self-Evaluation Report, we are asked repeatedly to demonstrate how we do "integrated planning." It struck me that our many plans (Strategic, Enrollment Management, SSSP, Facilities) are each primarily the responsible of ONE of the councils or committees and that the plans themselves are hierarchical. That is, our enrollment, facilities, and SSSP plans are designed to help us achieve our strategic plan, which is built to drive us to become our Vision!

The third page of the attachment is designed to capture this idea. Each council and committee is listed with a tab next to it showing which plan(s) they are responsible for. At the top of the diagram, you'll see the Mission and Values of the college displayed graphically as theater lights. This indicates that all of our planning and all of our councils and committees are "illuminated by," "enlightened by," "designed in light of" the college's mission and values. Everything we do needs to be aligned with the mission and in accord with our values.

4. After viewing that picture, Dr. Fairchild asked, "What about budgeting? We're also supposed to have integrated budgeting that's tied to our planning." EXCELLENT QUESTION! That's why she's the president! So the next page (with green = color of money!) shows how our budget development process should work, feeding upward from program reviews, through a ranking and prioritization process, being drawn together (at the "star" icon) to try and maximize resources through multiple sources, and brought forward to College Council prior to implementation. Developing this graphic helped with "gap analysis." That is, in building the picture it became clear that we don't yet have a good way for our councils and committees to collectively identify needs and record those, nor is there a ranking/prioritization process for them to follow. As we move forward, the Institutional Effectiveness Council will be asked to develop some way to do so.
5. The final page of the document is not directly related to the council structure. However, it will likely appear as a page in the council/committee handbook. The diagram shows how a new idea at the college must pass through a whole series of "filters" prior to implementation. So while we think outside the box, we then have to squeeze our ideas INTO the box to be implemented. Ideas must be compliant with laws, regulations, board policy, the mission, values, college policies, program reviews, etc. EVERYONE is free to bring up new ideas, then it is the role of the councils, committees, and administrators to help guide the ideas through the filters. Yet at the same time, those filters may preclude certain ideas.

Conclusions:

College Council is in support of the proposed council and committee structure pending Academic Senate feedback.

Action items: <ul style="list-style-type: none"> At the next College Council meeting – the committee will discuss page 5 of the proposed council and committee structure. Academic Senate will bring back feedback regarding the proposed council and committee structure. 	Person responsible:	Deadline:
TOPIC: Other Item(s)		
Discussion: <ul style="list-style-type: none"> Angie shared that in the next few weeks the District will be rolling out a new mobile application. Angie shared with the committee that Erin Naegle will receive the Teacher of Excellence Award in April. 		
Conclusions:		
Action items:	Person Responsible:	Deadline
TOPIC: The Columbia College Promise Scholarship		
		Amy Nilson
Discussion: Amy shared with the committee that the Columbia College Foundation is working on a “Columbia College Promise Scholarship” that may be rolled out in conjunction with the college’s 50 th anniversary in the fall 2018. The scholarship would cover tuition and fees for two semesters for high school graduates from Tuolumne County and Bret Harte.		
Conclusions:		
Action items:	Person responsible:	Deadline:
TOPIC: Accreditation		
Discussion: In Brian’s absence, Angie shared that the Institutional Self-Evaluation Report is being refined.		
Conclusions:		
Action items:	Person responsible:	Deadline:
TOPIC: Enrollment Management Update		
Discussion: In Brian’s absence, Angie shared that there will be an Enrollment Management presentation at the April 20 th Board Study Session.		
Conclusions:		
Action items:	Person responsible:	Deadline:
TOPIC: Budget Update		Trevor Stewart

Discussion:

Trevor provided a 3-page handout regarding:

- Fund 11 budget review - 2015/16, 2016/17, 2017/18 (salaries, benefits, supplies, services, etc.)
- budget adjustments
- target budget for 2017/18

Trevor asked the committee to read the College of Administrative Services newsletter for additional budget information.

Conclusions:

Action items:

Person responsible:

Deadline:

TOPIC: Technology Committee

Trevor Stewart

Discussion:

Trevor shared that the Technology Committee has not met since he has been here, but will be kicked off soon.

Conclusions:

Action items:

Person responsible:

Deadline:

TOPIC: Facilities / Safety

Trevor Stewart

Discussion:

Trevor and Angie shared the items below.

- Facilities Committee approved the request to install a tennis wall. The Columbia College Foundation is helping with the cost.
- Six diaper-changing stations were purchased - two each will be installed in Tamarack, Oak Pavilion and Manzanita.
- Safety subcommittee will meet if there is a safety issue.
- By law new construction for single stall restrooms need to have both male/female signage on the outside door. New signage will be placed on all one-stall restrooms on campus.
- Facilities staff will be replacing door locks with a button lock down capability in all classrooms and staff office doors.
- Way finding signs across the campus will be evaluated – we need to find funding.
- The Board of Trustees conducted a 1st reading of the YCCD 3570 Smoking Policy – 2nd reading will be at the April 12, 2017 Board meeting.
- Measure E – Angie toured the lower Manzanita Bldg. with Ron Martin and shared that there will be more blending of the café and bistro. Klaus is working with Ron on the finishes for the dining area.
- Angie toured Pinyon (Heath Services) and stated that it is a wonderful space for students – Lauren and Tamara will be moving into the building in April, 2017.
- Juniper work will be delayed until the lower Manzanita work is completed, residual funds will be used to update Manzanita signage and any unused funds from the project may be added to the Juniper budget.
- Classrooms will be brought back to Redbud after hospitality items have been moved out.

There were two follow up questions by members of the committee:

1. What happens to work orders after they are submitted and what is the follow up process to insure that the work orders have been completed? Trevor will follow up.
2. When are the water fountains going to be turned back on? Trevor will follow up.

Conclusions:

Action items:

- What happens to work orders after they are submitted and what is the follow up process to insure that the work orders have been completed? **Trevor will follow up.**
- When are the water fountains going to be turned back on? **Trevor will follow up.**

Person responsible:

Deadline:

TOPIC: District Council Update

Discussion:

No update – last meeting was cancelled.

Conclusions:

Action items:

Person responsible:

Deadline:

TOPIC: Constituent Reports/Updates

Discussion:

- Leadership Team Advisory Council – No report.
- YFA – No report – Tim absent
- Student Senate – No report – Errin absent
- Classified Senate (CS) – Doreen shared that the “Star” award will be presented next week and that the CS is putting forward a request for new officers. In addition, the CS has invited all classified employees to join the next CS meeting to see what has been accomplished thus far.
- CSEA – Doreen shared that members will vote next week regarding job descriptions.
- Administrative Team – No report.
- Academic Senate – Wendy shared that new officers on being voted on. On May, 1, 2017 – Erin Naegle will be the Academic Senate President, Nate Rien will be the Academic Senate President Elect and Matt Fox will take Lahna VonEpps seat in College Council. YFA elections will take place in a few weeks.

Conclusions:

Action items:

Person responsible:

Deadline:

Adjournment

There being no further business, meeting adjourned at 10:54 a.m.

Record of meeting respectfully submitted by Cari Craven, Executive Assistant