



**College Council
Meeting Minutes**

January 22, 2016

1:00p – 3:00p

Manzanita Conference Room

Attendees: Monika Aldabe (ASCC representative), Brad Sullivan (ASCC representative), Luisa Adams, Angela Fairchilds, Nancy Bull, Marnie Shively, Don Smith, Amy Nilson, Errin Bass (YCCD Student Trustee), Wendy Griffiths-Bender, Brian Sanders, Erin Naegle, Doreen Bass

Guests: Raelene Juarez, Melissa Raby, Nate Rien

Absent: Shawn Jordison, Tim Elizondo, Ben Vogt (ASCC representative), Leslie Buckalew

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 December 4, 2015 Meeting of the College Council

It was moved, seconded (Nancy Bull, Don Smith), and approved to accept the record of meeting with no corrections.

Minutes

Discussion: Raelene provided and reviewed an Institutional Student Learning Outcomes (ISLOs) draft document with the committee. She informed the committee that she will review this document with student government on Friday, January 23, and then will meet with the Academic Senate for final approval. Raelene noted that there is still time to provide feedback. Erin and Raelene confirmed that the ISLOs will be measureable. Raelene shared that in the near future ISLOs will connect to Curricunet.

Conclusions:

Action items:

Person Responsible:

Deadline:

Discussion: Angie provided the committee with Columbia College's mission statement and Standard I information pertaining to college mission statements. Angie shared that Barbara Beno stated that California Community College mission statements need to include whom they're serving and what they're providing. It was suggested that the mission statement include - Columbia College is a small rural college and constrained in what we do. Angie noted that at the next College Council meeting the committee will spend a good amount of time discussing the mission statement. Don suggested that the mission statement be posted around campus.

Conclusions:

Action items:

- Nate will follow up at the next ACCJC training and find out what the expectation of mission statements are under the new standards.
- Provide mission statement examples to College Council.
- More information on how to address mission statements regarding Districts that have various college sizes.

Person Responsible:

Cari
Angie

Deadline:

Feb. 5,
2016

Discussion: Brian reported that the statewide financial picture is looking okay. Brian reviewed a draft of the 2016-17 budget development process with the committee and discussed how lottery funds are used. Brian will send out an email campus wide that will include a 3-year budget history, budget actual for this year, and will send a spreadsheet to each dean and/or manager to include categories of what is needed within the various departments. Academic Senate meets next week and will let Brian know if they have any concerns or questions regarding the budget process.

Conclusions:

College Council approved the 2016-17 draft of the budget development process.

Action items:

Person responsible:

Deadline:

TOPIC: Strategic Plan		
<p>Discussion: Angie shared that Melissa Raby – accountable manager for one of the six strategic goals, met with a group to discuss and fill in objectives pertaining to their assigned goal. Angie noted that each accountable manager will need to have completed their assigned goal objectives by the end of January. Angie reminded the committee that Columbia College’s Strategic Plan will be a living document. Cari is working with Joshua Sigman – Web Developer at MJC to update our Accreditation Webpage.</p>		
<p>Conclusions: An update on the six strategic goals will be provided at the next College Council meeting.</p>		
Action items:	Person Responsible:	Deadline:
TOPIC: Technology Committee		
Brian Sanders		
<p>Discussion: Brian reported that the Technology Committee is working on the technology plan and discussing the budget development process.</p>		
<p>Conclusions:</p>		
Action items:	Person responsible:	Deadline:
TOPIC: Accreditation		
Leslie Buckalew		
<p>Discussion: Tabled until next meeting. Leslie was absent.</p>		
<p>Conclusions:</p>		
Action items:	Person responsible:	Deadline:

TOPIC: Other Item(s)

Discussion:

- Angie shared that Nate will be attending the 2016 Accreditation Institute in February. In addition, budget updates will appear periodically on the College Council agenda and District Council updates will be added to the College Council agenda following a District Council meeting.
- Don noticed that the College Council web page does not include 2015-16 minutes. The committee feels the minutes should be on the general webpage. Angie noted that Cari is working to add the minutes to the College Council webpage.
- Angie shared that Jessica Anselmi (student intern in the President’s Office) was given the task of going through the Columbia College website and identifying areas that have incorrect information and/or broken links. This information has been provided to the responsible area for updating. It was suggested that faculty websites be updated with current information and the course’s syllabi. Wendy and Erin will take the suggestion back to the Academic Senate.
- Status of Pamela Cox-Otto and Interact – Angie is meeting with Pamela Cox-Otto next week for a de-briefing on the effort of the first email campaign. Monika provided feedback regarding the email campaign and shared that to someone who did not know about Interact would think that the emails went to her junk mail and looked like a virus. In addition, after Monika registered for spring, she continued to get emails to register. Students did not like being spammed. It was suggested that Interact emails state “On behalf of Columbia College” so that students know the emails are trustworthy. In addition, if a student opts out from getting the emails, the link took them to a missing page.
- Don asked if there is a way to track how much the college has spent on marketing. The answer was yes. It was discussed that a marketing plan is needed and how we track the effectiveness of what we are marketing.
- Angie shared that the posting for Vice President of College & Administrative Services and the Vice President of Instruction will be 45 days and the posting for the Executive Assistant will be for 3 weeks. Melissa Raby will Chair the search for the Vice President of Instruction (VPI), which will include a VPI public forum.

Conclusions:

Action items:

Email College Council what the college has spent on marketing and advertising.

Person responsible:

Brian

Deadline:

TOPIC: <u>Information Items</u>		
<p>Facilities/Safety: Brian reported that the Facilities and Safety committees met today. Moving forward the committees will meet jointly every couple of weeks. Wood doors that have no surrounding windows nearby will be getting peepholes as a security precaution and exterior doors for the Manzanita's lower level will have key pads and proxy cards. It was asked if the Sherriff's Office was informed about the re-opening of the Manzanita's upper level, and if they were provided with a tour. Brian shared that roadwork and the Juniper upgrade are on hold until the lower Manzanita remodel is complete. Columbia College purchased a food truck that will be used during the Manzanita lower level remodel and for various events on and off campus. Angie noted that campus signage is a priority.</p>		
<p>Conclusions:</p>		
<p>Action items: Check with Greg Elam if the Sherriff's Office was informed about the re-opening of the Manzanita's upper level and were they provided a tour.</p>	<p>Person Brian</p>	<p>Deadline:</p>

TOPIC: <u>Constituent Reports/Updates</u>		
<p>Discussion:</p> <ul style="list-style-type: none"> • Classified Senate: Doreen shared that she will be assuming Shawn Jordison's responsibilities as the Classified Senate President throughout the academic year. • CSEA: No information. Luisa had an appointment and left at 2:00 p.m. • Academic Senate: Wendy reminded the committee that she sent out an email this month regarding the Staff & Faculty Handbook, and the need to update it. Not only for us, but also for Accreditation. Wendy asked the committee if they were receiving the messages/emails regarding Policies & Procedures. Various constitutes said yes. • Leadership Team Advisory Council: Amy shared that she and Klaus are on the Leadership Advisory Council and that their first meeting is next week. In addition, the 2015 Leadership Team Handbook was approved at the January Board meeting. • YFA: No information. Tim was absent. • Student Senate: Brad reported that the Student Senate meets on Monday's from 1:00 p.m. – 2:00 p.m. and that the ASCC helped at this semester's Welcome Week. It was discussed that there needs to be signs and information for students on how to get their student ID cards and where the Student Center is located. Errin said that the ASCC is working on a poster campaign. 		

Adjournment
There being no further business, meeting adjourned at 3:04 p.m.

Record of meeting respectfully submitted by Cari Craven, Interim Executive Assistant