



**College Council
Meeting Minutes**

**January 20, 2017
9:00 a.m. – 11:00 a.m.
Manzanita Conference Room**

Members Present: Angela Fairchilds, Trevor Stewart, Jerad Moss, Wendy Griffiths-Bender, Kimberly Francis, Lahna VonEpps, Erin Naegle, Brian Sanders, Amy Nilson, Marnie Shively, Doreen Bass

Guests: Brandon Price, Klaus Tenbergen

Absent: Tim Elizondo, Errin Bass (ASCC Representative), Blair 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 for the Record of Meeting for the January 20, 2017 College Council

It was moved, seconded (Shively, Nilson) and approved to accept the record of meeting with no corrections.

Minutes

TOPIC: Strategic Plan Update

Discussion:

The committee was provided detailed updates from each strategic goal accountable manager (Brandon Price filled in for Melissa Raby) regarding the progress that has been made to date. The majority of the action plans listed are proceeding and progress is being made. It was identified that there may be a possible gap in not identifying the need for staff regarding support services. In April, we will look at what gaps we may have. Brian shared that program review needs to be updated this spring. In the fall we will have Instructional Equipment and Library Materials (IELM) allocations that we will be able to review and prioritize for campus needs. Wendy asked if Klaus could speak to the Academic Senate next week regarding the grants that have been awarded to CTE – Klaus agreed. Brian shared that the college is working on a “Student Portal” which will assist with registration. Angie shared that a “committees handbook” is in its draft form which will be brought to College Council for review in the near future. Angie shared all the marketing efforts that have taken place thus far for 2016-2017.

Conclusions:

Action items:

Person Responsible:

Deadline

TOPIC: Core Values – Constituency Feedback from Academic Senate

Discussion:

Conclusions:

The Academic Senate approved the revised version of the college’s “Core Values.”

Action items:

The revised version will be forwarded to the YCCD Board of Trustees for final approval.

Person responsible:

Deadline:

TOPIC: Definition of a Program at Columbia College – Constituency Feedback

Discussion:

Doreen reported that the Classified Senate approved the “Definition of a Program” draft. Erin would like to include the Title 5 definition as well in the “Definition of a Program” document.

Conclusions:

Action items:

- Brian will incorporate the Title 5 definition into the draft and will send it to Wendy by Monday, January 23.
- Wendy will take the revised “Definition of a Program” draft to the next Academic Senate meeting for comment and will provide feedback at the next College Council meeting.

Person responsible:

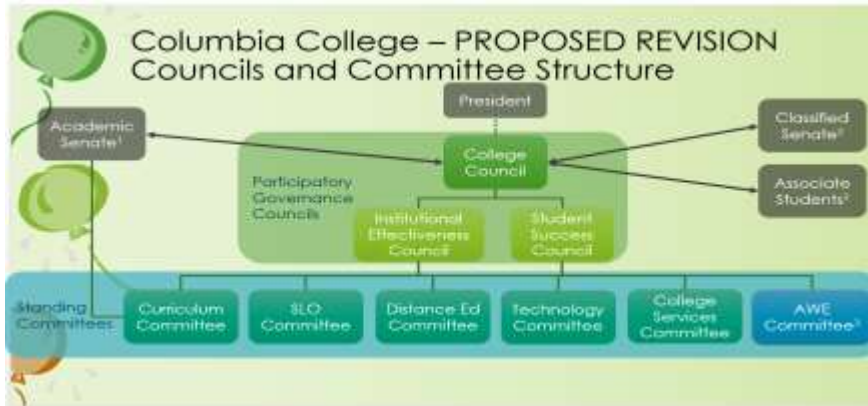
Deadline:

TOPIC: Other Item(s)

Discussion:

Brian provided a PowerPoint presentation to the committee regarding a proposed revision to councils and committee structures at Columbia College. In an effort to have fewer meetings – Brian shared that various committee meetings could be rolled up into the proposed councils, “Institutional Effectiveness Council” or the “Student Success Council.” In reviewing the draft handout of the proposed “Student Success Council”, it was noted that “Article VII Rules” would need to be revised. The two councils would report out at College Council.

Proposed revision - Columbia College Councils and Committee Structure



Conclusions:

Action items:

Cari will send the committee a draft of the proposed councils for constituent feedback for the next College Council meeting.

Person Responsible:

Deadline

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TOPIC: Name Badge Prototype **Jerad Moss**

Discussion:

Jerad provided five “name badge” samples to the committee. Based on the committee’s feedback, Jerad will bring back three samples and provide an estimate of what the badges will cost to the next College Council meeting.

Conclusions:

Action items:

Jerad will bring three “name badge” samples and an estimate of what the badges will cost to the next College Council meeting.

Person responsible:

Deadline:

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TOPIC: Accreditation **Brian Sanders**

Discussion:

No Report.

Conclusions:

Action items:

Person responsible:

Deadline:

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TOPIC: Enrollment Management Update **Brian Sanders**

Discussion:

Brian shared that spring enrollment is staying flat for Columbia College and that MJC is down approximately 300 FTES.

Conclusions:

Action items:	Person responsible:	Deadline:
TOPIC: Budget Update		Trevor Stewart
<p>Discussion:</p> <p>Trevor provided a handout of the approved “Columbia College Budget Development Process for 2017-18” and shared with the committee what minor edits he made to the document. It was noted that the wording “Administrative Council” in the document will need to be revised to “Administrative Team.” In addition, Trevor shared information concerning the Governor’s proposed budget for 2017-18.</p> <ul style="list-style-type: none"> • CalPERS will lower its discount rate and increase our contribution. • CalSTRS will consider the same issue in the coming months. 		
<p>Conclusions:</p> <p>College Council approved the “Columbia College Budget Development Process for 2016/17” on 1/22/16 and the Academic Senate approved the process on 1/29/16.</p>		
Action items:	Person responsible:	Deadline:
<ul style="list-style-type: none"> • Trevor will update the “Columbia College Budget Development Process for 2017-18” and send it to College Council. • Wendy will share the updated document at the next Academic Senate meeting. 		
TOPIC: Technology Committee		Trevor Stewart
<p>Discussion:</p> <p>Trevor shared with the committee that YCCD has engaged Ferrilli Consulting to develop a District Information Technology Plan. Once that plan has been completed, Trevor will work with the Columbia College Technology Committee to create a technology plan for Columbia College.</p>		
<p>Conclusions:</p>		
Action items:	Person responsible:	Deadline:
TOPIC: Facilities / Safety		Trevor Stewart
<p>Discussion:</p> <p>No report, time ran out.</p>		
<p>Conclusions:</p>		
Action items:	Person responsible:	Deadline:
TOPIC: District Council Update		
<p>Discussion:</p> <p>No report, time ran out.</p>		
<p>Conclusions:</p>		
Action items:	Person responsible:	Deadline:

TOPIC: Constituent Reports/Updates

Discussion:

No reports, time ran out.

Conclusions:

Action items:

Person responsible:

Deadline:

Adjournment

There being no further business, meeting adjourned at 11:15 a.m.

Record of meeting respectfully submitted by Cari Craven, Executive Assistant