

College Council Meeting Minutes
September 2, 2016 - 1:00 p.m.
Library Meeting Room

F. Cambon, K. Coghill, J. Cummings, C. Hopkins, J. Kevari,
S. Nelson, D. Norton, and D. Pieper.

- I. Approval of minutes – July 6, 2016
August 3, 2016 meeting was canceled.

Meeting minutes were approved.

- II. Agenda Items

- a. AP 6750 – Parking and Traffic Regulations (M. Plummer) – Ms. Plummer is unable to attend today's meeting and requested that this item be placed on the agenda and reviewed in order to receive feedback.

Mr. Pieper mentioned that language indicating proper placement of the hanger in the vehicle was a concern. Mr. Cummings suggested using the statement "clearly visible from the front of the vehicle." on the procedure. Mr. Pieper mentioned there were some grammatical items. He further added that the online appeals process appears to be with an outside company and does not promote student success. There may be extenuating circumstances, and other colleges have an appeals panel. Mr. Cummings suggested a possible two week window prior to passing the information on to the outside company. Concern was expressed that the catalog and website include the information regarding access to the process. Visitor parking Item C where it states "students are not allowed to park" a suggestion was made to word it and specify who is allowed to park in that area. Clarify. B) The signage needs to be reflective of the rules after 6:00 p.m. Signs say visitor parking, but there are no regulations and the "designated time only" is not designated. A suggestion was to have short term visitor parking for a designated period of time. Discussion was held regarding the difficulty of specifying times and exceptions, if individuals are on campus longer than one hour. Mr. Pieper had two last suggestions, one to use arrows to designate the direction for the flow of traffic. Discussion was held regarding the directional flow of traffic. Another suggestion was that tenured faculty and permanent employees would have permanent parking stickers for their cars. A suggestion was made to provide parking stickers in boxes if forms are completed and registration information has not changed from the year before in order to streamline the annual distribution of parking stickers.

- b. BP 2015 – Student Member (J. Cummings)

Mr. Pieper mentioned that the bullet points were a concern. It was clarified that they are voted on every year and the language has to stay so the board

can vote. Mr. Cummings noted that the Board is very conservative and the concern can be voiced in the future if necessary.

c. BP 2105 – Election of Student Member (J. Cummings)

Discussion was held that in the future a notation will be made when Ed Code is quoted in the item. It was decided that all Board Policies will go to the constituency groups for review. In addition we can make sure the information is included at the beginning of each Board Policy that pertains to the legal codes.

d. Institutional Effectiveness Report Update, Survey Results, and our Annual Goals (J. Kevari)

Mr. Kevari explained that due to timing issues, the Institutional Effectiveness Report went to the Board prior to constituent groups having an opportunity to review. The information provided today includes minor changes. A 30 day review was requested in order to bring the item forward to the October board meeting. It was noted that generally nothing over 10% was negative percentages in the employee survey was included. It was noted that technology is addressed in the Technology Plan and communication in the Education Master Plan. Administering this survey consistently was mentioned. Working with the Board of Trustees to shift the Superintendent/ President's evaluation to fall prior to March 15 to include a campus survey in order that it can be included was noted. It was further mentioned that if a contract issue exists, this will enable decisions to be made in a timely manner. Mr. Cummings mentioned that a draft of annual goals for the Board of Trustees and Superintendent/ President will go to the Board next week. Mr. Kevari and Mr. Cummings reviewed a draft of the annual goals. This ties together, specifically in terms of technology throughout the campus. Mr. Cummings encouraged those present to please engage their constituent groups. We are ahead of previous years. Mr. Kevari added that as the year progresses, we will be opening the planning cycle for next year as well. Mr. Cummings stated that both diversity and emergency preparedness are part of his goals from the Board of Trustees.

e. IIPP Review (A. Staehle)

Ms. Staehle is unable to attend today's meeting and requested that this item be placed on the agenda. She reported that the Safety Committee has been working on the IIPP for the past year and it is ready for constituency feedback. She requested that this document be distributed to your constituency groups for feedback with a 30-45 day review.

It was decided that a 45 day review for this plan would be appropriate.

f. Campus Safety Exercise (J. Cummings)

A possible campus safety exercise is being planned for January. A text message test will be forthcoming as soon as the new student information is loaded. There will be a possible fire drill in October. It was noted that on the website we have a disaster video that needs to be replaced. The process and information, with information on the website would be ideal. A proactive video for new employees was also suggested.

g. Sports Program Development Taskforce (J. Cummings)
Mr. Cummings asked for suggestions as to what a sports program may look like. A suggestion was made to have constituent group participation until we get things rolling. Adhoc, taskforce, or possibly a steering committee, elected by areas to make decisions and timelines. It was noted that there are a number of items that need to be worked out. It was decided that two individuals from each group would be appropriate. Mr. Cummings mentioned the Booster Club will have 100 members and recommended including Ms. Smith for Foundation support. He advised that we need to be careful to ensure it is aligned properly. Another recommendation was that ASCMC, Interclub Council, ASCMC meet in the Student Activity Center to get a better understanding of some of the issues in that area. Using it for student functions and getting students involved would be a good starting point and we need to start working.

III. Other

IV. Tracking Chart Review

Beliefs - Mission vision values – checking
CC Shared governance document – remove
Participating effectively in shared governance document
Technology master plan – completed
AP 6750 – take back after changes are made – clean up and clarify appeals process
CPSAC guidelines can go away
Website – five people going for training – suggestion to wait until January... for full release and introduction. Suggestion that the transition will run in parallel.
ASCMC – remove
Google Virtual Tour – complete.

Next Meeting: September 16, 2016