

**COLLEGE COUNCIL MINUTES**  
**WEDNESDAY, APRIL 20, 2016**  
**SAC, ROOM 44-C**  
**2:00 – 4:00P.M.**



**College Council meetings occur on the 1<sup>st</sup> & 3<sup>rd</sup> Wednesday of every month from 2-4p.m. in the Student Activities Center, Room 44-C.**

**Present:** Roger Wagner, Arthur Lopez, Kevin Leahy, Herb English, Leonard Knight, Stephen Garcia, Deedee Garcia, Peter Maphumulo, Lisa Ellis, Diane Wollan, Greta Moon, Trish Ellerson, Maria Soto, Kevin Aguilar, Abigail Ledesma, Ed Burg, Gabrielle Galindo, Claude Oliver, Jeffrey Holmes, Kelley Kingman, Karen Hardy, Lisa Ellis

**Recorder: Victoria Martinelli**

**Call to Order: 2:04pm**

**Announcement of items added or deleted to the agenda:** None

**1) Approval of the Minutes**

a) **April 6, 2016** ~ approved by consensus

**2) Accreditation Update, Standing Agenda Item ~ Peter Maphumulo/Roger Wagner**

Peter Maphumulo and Jessica Gibbs walked through the Steering Committee writing flow and discussed how they were going to negotiate the writing process. The synopsis that Jessica had developed will be shared with all the standards in an effort to provide a sense of the process of writing.

**Action:** None

**3) Second Read, Administrative Travel Procedure ~ Karen Hardy/Kelley Kingman (Attachment) Additions of non-employee travel & meal policy & travel flow chart.**

**First read approved by College Council on February 3, 2016. Item was presented for a second read on April 6, 2016 with a recommendation to present the item to constituent groups for further discussion. The Academic Senate approved the policy on April 7, 2016.**

Kelley Kingman presented the item for a second read. A robust conversation took place with recommendations that the item be brought to constituent groups for input; management team has not reviewed the item yet; Auditors and fiscal processes were discussed regarding per diem; Claude Oliver had invited Kelley and Karen to their Senate meeting; Steve Garcia would like Karen to discuss the item at their next management meeting.

**Action:** Roger Wagner tabled the item. Bring back for a second read after all constituency groups have had the opportunity to review policy.

**4) Committee Updates:**

a) **Accreditation Committee: refer to #1**

b) **Diversity Committee:** No report. Claude reported that the Senate pulled together the past members of the Diversity Committee as the committee is not meeting. Claude scheduled an appointment for tomorrow to facilitate the committee in hopes the committee will begin meeting.

c) **Environmental Health & Safety Committee:** Leonard Knight reported that the committee met two Wednesdays ago. Discussions took place regarding first responders, emergency preparedness bags in each building, revised out dated material and posted it in SharePoint. The committee's responsibility is the five year update of the emergency operation plan, each section will be updated and posted on the web. Next meeting is scheduled on May 3<sup>rd</sup>. Looking for one more faculty member on the committee. Lisa Ellis stated that by contract required is two from the union. Diane Wollan, Dan Rowland and Ashley Garcia are currently on the committee. Claude will put out an all call for one more faculty member.

d) **Facilities Committee:** No report.

e) **Finance Budget & Planning Committee:** Deedee Garcia reported that all tier 2 requests were submitted on time. The subcommittee begins their work next week to prioritize their goals by May 23<sup>rd</sup> to Cabinet. The budget office is working with HR, Payroll and Fiscal for a tentative budget 2016-2017 which is due by June. The committee did a study to find out how many employees were hired during the month of December, 8 classified were hired, doesn't appear to be an issue. .

f) **Employee Professional Development Committee:** No report.

- g) **Student Success and Support Committee:** Greta Moon reported that the committee met on March 17<sup>th</sup>. Discussed the updates to the BOG fee waiver policy, electronic Ed Plans and new block of priority registration students (spouses of Veterans). Began discussion on the faculty end of term grade submission deadline, discussion will continue. Lisa Ellis stated that the timelines are negotiated. Greta asked if it was in the contract, Lisa's responded stating that it was an oral agreement, not written in the contract but was agreed upon and if changed arbitrarily they would have to submit a cease and desist and demand to bargain to add the 8 day timelines to the contracts. Greta said it's been discussed off and on for several years as there are concerns about timelines and getting grades in to release transcripts, financial aid disbursements, and transfer information to Colleges and Universities, there are 8-10 different processes associated with grade submissions. Lisa expressed faculty concerns if the time frame is less than 8 days. Roger requested that the committee bring recommendations to this body.
- h) **Technology Committee:** Kevin Leahy reported that the focus of the group is to update the 2012 Technology Master Plan. Roger stated that membership is established in our Shared Governance documents that committee representation needs to be present at College Council. Claude stated that two faculty who are on the committee are reporting out that no meetings are taking place. Kevin stated that there has been a couple of meetings, however the invitations are not being sent out timely. Calendar request recommendation made by Claude. Better meeting communication was recommended by Lisa.

#### 5) **Future Meeting Topics:**

- Shared Governance Committee meeting times (faculty conflict with schedules and classes).
- College Hour

Roger presented Claude Oliver with a 212 pin for re-establishing the Diversity Committee.

**Adjourn:** 2:50 p.m.