COLLEGE COUNCIL MINUTES
WEDNESDAY, APRIL 9, 2014
PCR

Present: Peter Allan, GH Javaheripour, Peter Maphumulo
Tracy Davis, Claude Oliver, Justin Gatewood, Ray Navarro, Kendra Ullger, Robert Sewell,
Lynne Glickstein, Diane Wollan, Kanikka Wofford

Guest: Frank Smith, Bill Greulich, Mike McCracken, Virginia Moran

Recorder: Victoria Churgin

Call to Order: 4:00 p.m.

1) Approval of the Minutes
   a) March 26, 2014 - approved by consensus

2) Accreditation Update ~ Peter Maphumulo
   Peter Maphumulo reported that the ACCJC team visit is scheduled on April 16-17. Margie Sandello is working with
   Dr. Houston (team chair); she is putting together a schedule based on the team’s requirements. A list of
   individuals requested by the chair will be meeting with the team. Peter Maphumulo will be in contact with the
   individuals on the list for further instruction.

3) First Read: Draft AP 2410, Policy Making ~ Peter Allan (Attachment)
   Request that Administrative Procedure 2410 be implemented to govern policy making procedure.
   Peter Allan and Tracy Davis presented the item. Conversation took place amongst the group regarding potential
   changes, participatory environment and document verbiage concerns. Peter Allan reviewed the concerns of the
   draft. Peter Maphumulo stated that the any changes made must fit the needs of the college. Peter Allan is in
   favor of the ten plus one only if College Council agrees that we are going to rely primarily on the Academic Senate
   for policy development and implementation matters.
   a) Action: The Council agreed to rely primarily on the Academic Senate for policy development and
      implementation matters. Bring suggestions back to the April 23rd meeting for further discussion and a
      second read.

4) First Read: Proposed AP 3280 – Grant Development ~ Virginia Moran (Attachment)
   This policy was originally vetted in 2008; requesting to re-start the vetting process to allow for campus input.
   Virginia Moran presented the draft for discussion about revising the administrative procedure for grant proposal
   development which was originally drafted by her and Michael Smith in 2009 as AP 3280. Currently the grant
   proposal forms are not being submitted to IER therefore creating frustration with last minute requests that do not
   fit well with many other deadline-driven responsibilities. IER provides leadership in the planning, organization,
   direction and administration of grant writing, reporting, and program development which is the basic function for
   the position of Executive Dean for the position. This is an essential duty within that job description that clearly
   indicates the IER should be far more involved than it has been.
   Peter Allan stated that the Foundation has a grant writer and has established structure and resources around
   grant proposal development that has been very productive.
   a) Action: Instead of updating the AP, the College Council’s resolution was for Virginia Moran to work with
      the Foundation office to update the routing slip form to include the IER office to the signature line. This
      will help tremendously with planning and prioritizing IER resources.
5) **First Read: Charge of the Student Success and Support Committee ~ Virginia Moran (Attachment)**

Through discussion and review of the Victor Valley College mission statement and committee participation, the Student Services Committee recommends the following revision to its “Charge” as reflected in AP 1201 – Shared Governance Structure and Responsibilities.

*Mike McCracken presented the item. Mike is the co-chair of the Student Success and Support Committee. The handwritten notes on the Committee Recommendation Tracking Form reflect changes the committee approved in session on June 6, 2013. The committee agreed to update their charge and would like to have the changes included within the charge. During a robust conversation amongst the group Peter Allan suggested that we should have a standard reporting information flow for all committees.*

**a) Action:** The update was tabled due to the forthcoming changes to the guidelines for committee charges under AP 1201 as the Task Force is currently updating the AP; Tracy Davis will include the new charge. Peter Allan requested to bring back for further discussion the topic of establishing a standard Information Flow policy for all Committees.

6) **Committee Updates:**

**a) Accreditation Committee:** Peter Maphumulo reported that the committee is meeting this Friday. The committee is reviewing ACCJC team observation recommendations made during their last visit, input and improvements were requested from the committee; working with the AP 1201 task force. Peter Maphumulo announced the names of the individuals who have been invited to meet with the accreditation team next week during their visit. Peter Allan reported that the team will be on campus April 16th and working on the report on the 17th.

**b) Diversity Committee:** Robert Sewell reported that next meeting will be held on Friday at 2:30pm.

**c) Environmental Health & Safety Committee:** Diane Wollan reported that the committee will be meeting on April 16.

**d) Facilities Committee:** Frank Smith reported that the committee will be meeting this Friday at 3:00 p.m.

**e) Finance/Budget & Planning Committee:** GH Javaheripour reported that the committee met last week; working on praise rubric for next year’s budget and praise cycle; discussed three board policies; discussions and inquiries from CSEA regarding budget and how the budget balancing plan is going to work out; discussed the proposed schedule for this year.

**f) Employee Professional Development Committee:** Justin Gatewood reported on behalf of the committee. Several events on campus in April and May; Administrative Professionals luncheon to be held in the SAC on Wednesday, April 23rd from 11:00am-1:00p.m., RSVP is required for this event. AFT is hosting a Spring Social open to all employees in appreciation of Teacher’s week on Thursday, May 8 from 3-6pm in the SAC. Rams Day 2014 is scheduled on Friday, May 16; Lynne Glickstein is asking constituent groups for monetary donations for the barbeque.

**g) Student Success and Support Committee:** Mike McCracken reported that the committee meets on the third Thursday of the month.

**h) Technology Committee:** Frank Smith reported that the committee meets this Friday.

7) **Other**

- ASB Student, Kanikka Wofford reported on the Student campus climate survey and different outlets for improvement. Virginia Moran reported on the next phases of the survey. Bill Greulich provided feedback.
- Peter Allan requested an update on the status of the student email account portal. Frank Smith reported on the status of the migration with Microsoft for student email addresses. The Microsoft system for student email portals synchronizes better with our program. Students will have to log in and that will provide them access to the VVC portal. Justin Gatewood and GH Javaheripour expanded on the migration process.
- Robert Sewell reported on the ASB retreat this summer.

**Adjournment: 4:25pm**