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**COLLEGE COUNCIL**

**MINUTES**

**WEDNESDAY, MARCH 07, 2012**

**PCR**

**Present**: Christopher O’Hearn, Peter Allan, Fusako Yokotobi, GH Javaheripour, Lisa Harvey, Debra Blanchard, Sharon Wright, Robert Sewell, Greta Moon, Lisa Ellis, Christopher Dustin, Jeremiah Brosowske, Caitlyn Gempler.

**Guest**: Matthew Lee (PPL), Tim Johnston, Paul Williams, Sergio Oklander, Frank Smith, Bill Greulich, Yvonne Reyes-Hester.

**Recorder:** Victoria Churgin

1. **Approval of the Minutes**

**February 22, 2012 ~** approved by consensus

1. **Discussion: Instructional Assistants (IAs)**

Christopher O’Hearn announced that he accepted the proposal presented to him by Lisa Ellis and Gary Menser; all IAs and Lab techs will have a renewed 12-month contract for the academic year 2012-2013. Augmentation monies for programs that turned in program reviews last year will be used to maintain IA/Lab tech salaries. The Academic Senate has graciously agreed to apply its one-time equipment money to the salaries for 2012-2013 academic year. Christopher O’Hearn stated that the decision demonstrated that the college community came together to save classified staff.

1. **March 13, 2012 Board of Trustees meeting, Agenda Review**

Christopher O’Hearn reviewed the agenda for accuracy and consistency. Questions and feedback regarding agenda items were discussed.

1. **Final Review, Accreditation Follow up Report**

Matthew Lee (PPL) and Peter Allan presented and discussed the final version of the Follow-Up Report dated March 15, 2012. The report summarizes progress on the ACCJC Evaluation Team Recommendations and the Commission Recommendation made on the basis of the March 14-17, 2011 site visit to the college. The final document will be available for review on SharePoint.

**Action:** No action, document is complete.

1. **Discussion: Status report from representative of each Participatory Governance committee on its review of its charge, membership, and possible operational improvements**

After polling Council members, Matthew Lee (PPL) noted that all active participatory-governance committees had now reported that they had reviewed their charges and memberships, and had identified improvements as needed.  They will send their recommendations to the Council for approval over the next couple of meetings.

1. **Second Read, Distance Education Plan 2012, Final Draft**

First read approved at the January 25, 2012 College Council meeting**.**

**Action:** approved by consensus**.**

1. **Second Read, The Crisis Assessment Committee**

First read approved during the February 22, 2012 College Council meeting.

This is a subcommittee of the Environmental Health and Safety Committee.

**Action:** Bring back to the next meeting.

1. **First Read, Finance/Budget & Planning Committee “Charge” and “Information Flow” within AP 1201 –** Shared Governance Structure & Responsibilities has been revised to accurately state the committee’s responsibility.

**Action:** First read approved; bring back to the next meeting for a second reading.

1. **Participatory Governance Committee Reports**
   1. **Diversity Committee ~** Fusako Yokotobi reported out on the upcoming events on campus. March is diversity month and in recognition of Women’s History month, Tracy Davis, Professor of History will give a presentation on Women in the Labor Movement on 3-29 @ 2p.m. in the board room. In addition, also coming is the “High Tea”, everyone is encouraged to wear a red hat on March 30, 2012.
   2. **Educational Master Plan Committee “Task Force” ~** Peter Allan reported out that the Educational Master Plan is available on SharePoint.
   3. **Environmental Health & Safety Committee ~** No report
   4. **Facilities Committee ~ No report**
   5. **Finance/Budget & Planning Committee.** – Lisa Harvey reported out on the budget and the possibility of putting together a sub-committee to look at particular opportunities for fund raising events.
   6. **Institutional Effectiveness Committee ~** No Report
   7. **Staff Development Committee ~** Fusako Yokotobi reported out on the upcoming events on campus; on March 14 a very inspirational keynote address will take place in the PAC by Dr. Jeff Duncan-Andrade.
   8. **Student Services Committee ~** Tim Johnston reported out that the committee has reviewed its charge, reviewed student services committee outcomes, student progress and achievement. Briefly discussed SB 1243.
   9. **Sustainability Committee ~** Lisa Harvey announced that CSEA, and faculty have members on the committee. Lisa announced that she needs a manager to sit on the committee.
   10. **Technology Committee ~** Frank Smith reported out that the committee completed its charge today; Frank distributed the draft copy to the group. Mission statement is complete and the committee is now working on the vision statement, any suggestions should be sent to Frank Smith. Frank will bring the Vision and Mission Statement to the next College Council meeting.
2. **Other**

* Tim Johnston announced that the Student Services Committee completed a review of its charge and membership.
* Peter Allan announced that the Accreditation Committee needs volunteers. Classified representation is included in all 4 standards.
* Matthew Lee (PPL) suggested that the Council formally approve classified staff representation under all four standards on the Accreditation Committee.  College Council approved the change by consensus.
* Debra Blanchard reported out on the program review committee, they are working on their handbook with anticipation to release the handbook prior to the end of the spring semester. Committee information, both Instructional and Non-Instructional can be accessed through SharePoint. Debra also reported that she meets every Thursday with Sergio Oklander regarding Curricunet, identifying issues and solving them. Curricunet training will be available sometime in the future.
* Lisa Harvey announced that she is working on administrative unit outcomes and service level outcomes; Lisa would like all committees to forward finished outcomes to her via email. TracDat training is scheduled on 3-29, 2012 from 5:30 p.m. – 7:00 p.m.
* Matthew Lee made the recommendation that SharePoint has to be up, functional and live; all committees should be uploading their documents on SharePoint. SharePoint training and access is available through Justin Gatewood.