



COLLEGE COUNCIL MINUTES

Thursday, December 13, 2007

Present: Bob Silverman, Gary Menser, Arlene Greene, Sharon Wright, Cindy Wilson, Robert Sewell, Mike Smith, Dave Hollomon, Heena Mehra, Marion Boenheim, Victoria Hindes (substituting for Marianne Tortorici), Bill Greulich, Ginnie Moran, Bruce Baron, Lael Willingham, Cheryl Elsmore (substituting for Don Peavy), and Suzie Selby (recorder).

Absent: Jeffrey Holmes

Guest: Greta Moon, Sharon Groom, Jim Murray

1) Minutes

There were no minutes to approve.

2) Technology Consultant

Bruce Baron discussed the recommendation to go with PlanNet as the Technology consultant, a local professional firm with a great deal of California education experience. References for the firm were excellent and the County evaluated their reports and concurred with the recommendation.

PlanNet would be able to benchmark our progress, measure our speed and assessment and collect data to determine the effectiveness of our infrastructure. They will be able to recommend areas of improvement in all areas of Information Technology including staffing, hardware, software and other areas.

It was agreed to negotiate an agreement to be presented to the Board on February 12, 2008.

3) Emergency Preparedness Training

Bruce Baron and Lael Willingham presented a draft of the National Incident Management System (NIMS) Training Memo. They gave an update on where we stand in regards to our emergency preparedness and the need to educate and train all staff and students in the event of a natural or manmade disaster. This training is mandated by state and federal law.

As public school district employees, all full-time staff are required to complete the mandatory training. Allow up to 3 hours to complete this test during regularly schedule working hours. This training is online (IS-700) and is free.

Hourly employees are not required to complete this training, but we encourage them to participate on their own time.

This training will be added to our new employee orientation.

4) Report from Synergy Committee

Ginnie Moran reported that the group will discuss reorganization of administrative and human resources divisions. Instruction office and faculty representatives from Synergy will work together to develop a strategy for broad-based participation in February 2008 for reorganization of instructional departments.

5) Shared Governance Committee Updates

Several committee chairs reported they have already met and appointed an elected chair person. It was suggested and agreed to post the minutes and the meeting dates for the various committees on the web site under the *President's Office* page. It was also discussed that the administrative advocate for each committee will have a voice in the Cabinet.

Sustainability Committee met for the first time and agreed for Lisa Harvey to serve as chair to the group. They are off to a very fast start. The committee will explore grant opportunities to integrate sustainability across the curriculum.

Institutional Effectiveness Committee agreed for Jessica Gibbs to serve as a chair to the group. Ginnie Moran reported that committee members revised the charge and agreed to the rephrasing of the charge as drafted at their December 7, 2007 meeting.

Student Services Committee, Dr. Hindes reported that we have a matriculation site visit in spring of 2009. Need to work on developing a retention plan. Academic Senate will request to have faculty be involved in it.

Environmental and Safety Committee has met and elected Lael Willingham as the chair and it was agreed that Bruce Baron be the administrative advocate for the group. The group is enthusiastic about the disaster and safety issues on campus and feel they have great resources within the committee. The next meeting is scheduled on January 18, 2008 at 11:00 a.m. in the West Wing Conference Room.

Staff Development Committee will meet in February 2008 when faculty returns. John Rude was elected as the chair to the group.

Diversity Committee need to develop an EEO plan that is in compliance of what the Chancellor's office has sent to us. They will meet on February 1, 2008 from 2:00 – 3:30 p.m. in the PCR.

Facilities Committee meeting will be held next Wednesday, December 19, 2007.

6) Board Retreat

Dr. Silverman invited us all to the board retreat on January 24th & January 25th from 12:00 – 5:00 p.m. each day at the Hilton Garden Inn in Victorville. (Presentation will start at 1:00 p.m. each day)

Dr. Silverman stated a possible cancellation of the January board meeting and if so, the workshop on Title V HSI grants will be moved to February 2008 with the possibility to include a workshop for Basic Skills and Accountability. At the board retreat, discussion of student learning outcomes and the future bond measure will be reviewed.

7) Other

We have another Accreditation report to write in March 2008. We have to continue showing progress on the following: Student Learning Outcome, Institutional Effectiveness and Organizational Development. The accrediting team recognized our hard work.

Meeting was adjourned at 3:07 p.m. The next College Council meeting is scheduled for Thursday, January 3, 2008.