March 6, 2014
3:00 p.m.
Austin Center, Room 177, KTD

Present:    David Wain Coon, Chair
            Sara McKinnon; Becky Brown, Patricia Seery; Alice Dieli; Nicole Cruz;
            Laura McCarty; Steve Petker; Rhonda Jones; Kristina Combs; Jonathan
            Eldridge

Guests:    Marian Mermel (ESCOM); Connie Lehua (Human Resources)

Absent:    Steve Dodson; Lance Reyes; Cari Torres; Eric Sitzenstatter; Greg Nelson

Called to order at 3:05 PM. President Coon introduced Laura Weller as new Council
meeting staff.

1.   Agenda
     Approved

2.   Minutes
     The Minutes from the 2/13/2013 meeting were approved. It was noted that
     Minutes posted on CC website page were incorrect; Council reviewed hard copy
     and approved by consensus. Correct version will be posted online.

3.   President’s Report – Update on College Issues
     a.  Mr. Eldridge reported on COM’s success with the Student Success Act
         measures that have been instituted. An email was sent to all eligible
         students – it was opened by over half of the recipients so far. The email
         puts forth new enrollment priorities: 1) creating an education plan; 2)
         completing orientation; and 3) participating in assessment. At least 150
         students have completed the orientation to date.
         1) The Student Success Act is a statewide program, and COM has
            most of the requirements in place ahead of the fall 2014 deadline –
            the process will continue to be refined and updated.
         2) The data collected will be used directly to determine the allocations
            made for students – nothing in the past has been so streamlined and
            direct
         3) Mr. Eldridge responded to a question regarding Degree Works: it is
            up and running and also still evolving. It has been used by hundreds
            of students.
         4) Dr. Coon extended his congratulations and appreciation to all
            involved in reaching these milestones and all the work involved.
     b.  Ms. Combs reported on extended SERP (Supplemental Employee
         Retirement Program) opportunity for the next 3 semesters (through June
         2015), which was approved by the Board of Trustees. The first step will
         be to speak with union reps and email those employees who would be
         eligible.
1) An employee must have completed 7 years of service at COM and be at least age 55.
2) There will be a general information/overview session followed by individual counseling with those interested in pursuing the option.
3) For those who would decide to participate this year, the window is very tight—they would have to decide by May 1, 2014.
4) Ms. Combs responded to a question regarding the number of people retiring: there are a large number of eligible employees, but it is not known yet who will choose to participate. She does anticipate a somewhat larger number due to the advent of the Affordable Care Act. Previously, many people hesitated because of the lack of health care benefits.
c. Ms. Lehua reported on our new benefits administrator Alliant. We are working with them and the unions with the express goal to lower employee premiums. There should be more information by the end of March.
d. Dr. Coon noted that hiring is continuing to be robust in all areas: 9 classified; 7 faculty; and 5 administrative positions are all being actively recruited at this time.
e. Please note that the October College Council meeting will be held on the 9th of that month.

4. BP/AP Revision Project
   a. Mr. Petker requested further examination of the auditing process as applied to returning students who may need to take remedial courses to “get up to speed” with current methods, grammar and procedures even if they have tested at a higher level for actual credit courses in those subjects (i.e. English, Algebra, etc). Ms. McKinnon brought up the issue of petitioning for permission to audit a course when it has been three or more years since a student has taken a particular subject. Mr. Eldridge acknowledged that there were certainly exceptions to be made as well as other overlapping Administrative Procedures to be compared and consulted. It was agreed to take these issues offline for further investigation.
b. The group approved the revisions to the following Board Policy and Administrative Procedures which will go to the Board of Trustees at the March meeting:
   1) BP/AP 4070 Auditing
   2) AP 4260 Prerequisites, Co-requisites, and Advisories

5. Modernization Report
   Ms. McCarty encouraged everyone to come to the Topping Out ceremony tomorrow for the new Academic Center and to sign the final beam for posterity. Ms. McCarty also reported that the plans for the ADA updates for Fusselman Hall, Learning Resource Center and Student Services project are proceeding, and discussed the Signage project to replace and update signs throughout the campus. The signage also needs to be more uniform. She asked that if anyone has ideas about achieving these goals, please let her know.

6. Board of Trustees
   a. Dr. Coon reviewed the March 11 Board of Trustees Meeting Agenda, noting that it will be held at the Indian Valley Campus and will start early with a two-hour open Study Session on the Affordable Care Act.
b. In response to their request, the Trustees’ Reports will be presented before
the CEO Reports with the idea that more of the public will be present to hear
them at that point in the meeting.

c. The CEO Report will include the COC Annual Report from John Hanley and
highlights about the plans for celebrating the Drama Department’s 50th
Anniversary.

d. Dr. Coon explained generally how the interview process for the new Board
member will proceed: 14 applications were received, so there may be a paper
screening; the public may offer question suggestions to the trustees at this board
meeting; the process will then be decided in closed session. The board is also
discussing reducing the number of trustees from 7 to 5 – this process would take
a long time, including being put to the County for a vote, so the vacant spot
must be filled at this time.

7. Constituent Reports
   a. Academic Senate – Sara McKinnon
      1) Request that Student Senate Report be moved up during a Board Meeting
         when the Student Trustee has conflicts such as finals week, etc. Both Dr.
         Coon and Mr. Eldridge expressed agreement with that and suggested that
         Lance Reyes, the Student Trustee should be consulted.
      2) Ms. McKinnon reported that a new Grade Change Procedure will be coming
         out, as will an explanation of General Education Outcomes for students
      3) The ACCJC Annual Report will also be coming out
   b. Classified Senate – Alice Dieli
      • Ms. Dieli reported that the Classified Professionals are participating in the
        countywide Golden Bell awards this year along with our college awards.
        Twenty nominations were received, and there was a lot of positive feedback
        regarding the YouTube video that the awards committee sent out soliciting
        nominations. Three names will be submitted to Golden Bell.
   c. ASCOM – Steve Petker
      1) There are four new voters on the committee
      2) The next event is the Masquerade Dance Party
      3) There are 5 more events planned, including a multicultural week that has
         generated a great amount of participation
      4) In response to Dr. Coon’s question, Mr. Petker responded that there will
         be a program of upcoming events.
   d. ESCOM – Marian Mermel
      1) The Humiston Dedication is set for April 15th
      2) There is a newsletter that will be published soon – please be sure to look
         at it, as it is a labor of love by all involved.

8. Meeting Wrap-Up

Dr. Coon asked if there were any items for further review. It was agreed that all
topics had been covered. Dr. Coon requested notation in these minutes of the
continuation of the discussion regarding auditing courses; and if nothing else to add,
asked if all were in agreement for adjournment.

9. Next Meeting: April 10, 2014, 3:00 PM, Austin Center 177

10. Adjournment – Meeting adjourned at 4:05 PM.