College Council Meeting
May 12, 2011
3:00-4:30 p.m.
Meeting Summary

Present:
Yolanda Bellisimo, Raemond Bergstrom-Wood (substitute for Lance Reyes), Becky Brown, David Wain Coon (Chair), Steve Dodson (ex-officio), Angelina Duarte, Andrea Hunter, Kathy Joyner, Kathleen Kirkpatrick (Staff Resource), Marian Mermel, Laura McCarty (Staff Resource), Sara McKinnon, and Xenia Zarrehparvar

Absent: Al Harrison, Chialin Hsieh (Staff Resource), Nathaniel Parker, Lance Reyes

Agenda:

1) AGENDA
2) MINUTES
3) INSTITUTIONAL EFFECTIVENESS REPORT
4) DATA REPORT
5) MISSION STATEMENT REVIEW UPDATE
6) BP/AP REVISION PROJECT
7) “Student Success – Single Stop”
8) MODERNIZATION PROJECT REPORT
9) COMMITTEE REPORTS
10) BOARD OF TRUSTEES
11) CONSTITUENT REPORTS
12) MEETING WRAP UP
13) NEXT MEETING

AGENDA REVIEW
Agenda approved by consensus

APPROVE MINUTES
April 7, 2011 Minutes approved by consensus.

INSTITUTIONAL EFFECTIVENESS REPORT
- Kathleen Kirkpatrick presented the Office of Planning, Research and Institutional Effectiveness Report as posted on the PRIE website.
- This report meets the schedule in the Integrated Planning Manual.
College Council

- KK demonstrated how to get to the site and clicked on several links so CC members know the kind of information available and can explore on their own.

**DATA NUGGET: STUDENT SUCCESS RATES**
- KK distributed the May Data Nugget that compares student success rates between College of Marin and the state for fall 2009 and 2010.
- Sara McKinnon provided background on the May Data Nugget.
- She pointed out that the report uses the state’s Top (Taxonomy of Programs) codes that don’t necessarily parallel College of Marin disciplines and programs.
- The reports are color-coded to indicate the differences between College of Marin and the state in areas that are doing well and that need improvement although it doesn’t take into account any reasons why the rates change.
- The report shows improvement from fall 2009 to fall 2010 in Math and Basic Skills Math.

**MISSION STATEMENT**
- President Coon updated College Council on the proposed Mission Statement recommended at the April CC meeting.
- President Coon reported that he stopped the review process to give more time to provide the Board with more background re. state priorities, resources etc. before discussing the Mission Statement.
- President Coon will update CC at the first meeting in the fall to provide the status of Board discussions regarding the Mission Statement and we will proceed from there.
- CC members discussed fact that defining specific diverse communities might not fit in a mission statement because there will always be other groups that will be left out.

**BP/AP Revision Project**

Kathleen Kirkpatrick referenced the following BP/APs on the agenda that were posted on the web for CC members to review before the meeting:

I. **Chapter 2/Board of Trustees**
   - Information Item from Board Policy Subcommittee:
     BP 2720 Communication among Board Members

II. **Chapter 3/General Institution**
    - BP 3280 Grants
    - BP 3560 Alcoholic Beverages
    - AP 3560 Alcoholic Beverages
    - AP 3255 Memberships
    - AP 3260 Participation in Local Governance (passed Senate 5/12/11)
    - BP 3720 Information Technology Use (Information Item from Academic Senate. BP 3720 was previously adopted. This is minor revision to reference “Learning Management Systems”)
g. AP 3720 Information Technology Use (Information Item from Academic Senate. AP 3720 was previously approved. This is minor revision to reference “Learning Management Systems”)

III. Chapter 4/Academic Affairs

Information Items from the Academic Senate:

a. AP 4021 Program Discontinuance (passed Senate 5/5/11)

b. AP 4022 Program Revitalization (passed Senate 5/5/11)

c. BP 4040 Library and Other Support Services (passed Senate 4/21/11)

d. AP 4105 Distance Education (passed Senate 3/24/11)

e. AP 4225 Course Repetition (passed Senate 4/21/11)

f. AP 4227 Repeatable Courses (passed Senate 4/21/11)

g. AP 4228 Course Repetition Significant Lapse of Time (passed Senate 4/21/11)

IV. Chapter 5/Student Services

a. AP 5110 Counseling (Information Item from Academic Senate. Revision to previously approved AP. Passed Senate 5/5/11.)

V. Chapter 7/Human Resources

a. BP 7110 Delegation of Authority (Revised per advice from District Legal Counsel)

b. AP 7120 Employment Recruitment (Passed Senate 5/12/11)

c. AP 7125 Verification of Eligibility for Employment

d. AP 7126 Applicant Background Checks

e. AP 7216 Academic Employees – Grievance Procedure for Contract Decisions

f. BP 7236 Substitute and Short-term Employees

g. AP 7236 Substitute and Short-term Employees

h. BP 7310 Nepotism

i. AP 7344 Notifying District of Illness

j. BP 7330 Communicable Disease

k. AP 7330 Communicable Disease

l. AP 7337 Fingerprinting

m. BP 7370 Use of District Resources for Political Activity

n. AP 7370 Use of District Resources for Political Activity

o. AP 7371 Personal Use of Public Resources

p. BP 7510 Domestic Partners

- KK pointed out that Chapters 2, 4 and 5 and several from Chapter 3 are Information Items from the Senate.

- Yolanda Bellisimo reported that AP 5520 titled “Student Discipline – Due Process” that was on the Academic Senate Agenda today for discussion and listed on today’s CC agenda was pulled for more review by Dean of Student Development Greta Siegel.

Consensus to move above Board Policy and Administrative Procedure recommendations forward to the Board of Trustees.

BP/AP 3670 Tobacco and Environmental Smoke Control Update

- President Coon advised CC members that he is meeting with UPM Pres. Ira Lansing tomorrow to discuss proposed revisions to the current smoking policy.
He is optimistic that union issues can be resolved so that the proposed smoking policy that prohibits smoking on campus except in designated areas can be implemented in the fall.

He agreed to update College Council members on progress via email.

**STUDENT SUCCESS – SINGLE STOP**

- President Coon reported he met with Marin Community Foundation President Tom Peters who suggested College of Marin may want to participate in the “Single Stop USA” program. The foundation would be willing to provide 100% funding for this project for a period of time.
- President Coon presented a video, “Student Success – Single Stop” that gave an overview of the program.
- Single Stop provides two staff (salary and benefits) who provide comprehensive help and referral to students to various programs including free tax preparation, legal services, and other resources so they don’t fall through the cracks.
- Single Stop uses a computer system that networks them directly into various systems such as the IRS, food stamps etc.
- Single Stop staff would serve any student who is enrolled at the college -- credit, non-credit etc.
- President Coon reported he also presented the video to our Student Services team along with representatives from the Single Stop team.
- City College SF is part of the program. He plans to check with them regarding their experience with it before moving forward.

**MODERNIZATION PROJECT REPORT**

- Director of Modernization Laura McCarty provided a progress report on the modernization projects.
- Recently completed:
  - Fine Arts – still working with small group on completion items. Tweaking and testing equipment. Also weatherization solutions.
- Just starting construction:
  - Performing Arts now packing and getting ready for their move.
  - Modernization of P.A. will start after graduation
  - Just determined we will not be able to open interior of PA space in the fall.
  - Therefore, discussions are taking place about what that means to performance schedules.
  - Looking at swing space.
  - Performance spaces should be open by mid to late November
  - Circle Drive will be closing again over summer and will reopen in the fall
  - Science Math
    - All steel is now up. They are beginning the frame.
    - Working with neighborhood closely re. noise and activities.
- Projects in design:
  - Child Study Center and New Academic Center
    - Both projects have user groups providing input.
• LM suggested people contact her office &/or attend meetings if they have questions or concerns about the design process.
  • Three evening forums will be held in May, June & July for the community.
  • In addition, they have invited two community volunteers to participate on the design group for the outside design.
  • The track is moving forward.
  • Bench Committee:
    o A Bench Committee has been formed to make recommendations on where benches could be placed to provide more outdoor seating on both campuses.

PGS Committee Reports

Professional Development Committee (PDC) – (Kathleen Kirkpatrick)
• Results of the recently conducted Professional Development Needs Assessment are being used to plan Flex activities.

PRAC (Sara McKinnon)
• PRAC has been meeting weekly to address a number of issues.
• Last week PRAC approved a letter to the President re. full-time faculty hiring with a strategy for funding positions.
• They are currently going through instructional equipment and other requests.

GRC (Kathleen Kirkpatrick)
• GRC is conducting its annual Governance Participant Survey.
• She requested that CC members complete the survey.

Board of Trustees
• Doctor Coon distributed the Board Agenda. Highlights include:
  o Study Session on Disabled Students Program.
    ▪ The District has been backfilling funds since the state funding was cut.
    ▪ Currently looking at options to make up $220,000 target.
    ▪ The Study Session will show number of students being served by counseling, High Tech Center, accommodations etc.
  o Approval of new contract for food services, Fresh and Natural Food Service Group.
  o Resolution in support of Classified School Employees Week.

Constituent Reports

Academic Senate (Sara McKinnon)
• Items reported:
  o Senators re-elected: Rinetta Early, Yolanda Bellisimo & Meg Pasquel.
  o New senators elected: Michael Dougan, Dikran Martin, Hank Fearnley and Rebecca Beal.
  o Awards have been completed and will be presented at Faculty and Staff Luncheon.
 Classified Senate (Andrea Hunter)

- Items reported:
  - Completed awards process which will be presented at Faculty and Staff Luncheon.
  - Sent out nominations for 6 open senate seats.
  - College of Marin Classified Senate was selected as a Model Classified Senate by 3CS, the statewide Senate. The award will be presented at the Classified Leadership Conference in June. We hope to send one or two representatives.
  - A joint BBQ with CSEA & SEIU to celebrate Classified School Employees Week will be held June 8. President Coon has agreed to provide some funding.

Emeritus Students COM(ESCOM) Marian Mermel

- Items Reported:
  - Held successful end of year party.
  - A leadership meeting about the future of the organization was recently held. The organization needs a new President, however Marian has agreed to provide leadership for one more year.

ASCOM

- Not addressed.

Student Senate

- Not addressed

CSEA (Steve Dodson)

- Meeting with UPM and SEIU to form better communication and relations
- Requesting Insurance Committee to be formed to look for better options for insurance. Linda Beam has responded with some meeting dates.
- BBQ to be held with SEIU and Classified Senate in June to celebrate Classified School Employees Week.

Meeting Wrap-up

- Consented to BP/APs listed on the agenda to move forward.
- President Coon will report back on Mission Statement (BP 1200) at first College Council meeting in September.
- President Coon will notify CC members regarding progress of revised smoking policy.

Next Meeting and Adjournment:

Next meeting: Thursday, September 20 at 3:00 PM

Agenda items identified for the next meeting:

- College of Marin Mission Statement Update – President Coon

Agenda items may be emailed to kathleen.kirkpatrick@marin.edu