College Council Meeting
March 10, 2011
3:00-4:30 p.m.
Approved Meeting Summary

Present:
Yolanda Bellisimo, Becky Brown, Angelina Duarte, Chialin Hsieh (Staff Resource), Andrea Hunter, Patience James (ex-officio), Kathy Joyner, Kathleen Kirkpatrick (Staff Resource), Marian Mermel, Laura McCarty (Staff Resource), Sara McKinnon, Nathaniel Parker, Lance Reyes and Xenia Zarrehparvar

Absent: Al Harrison

Agenda:

1. Agenda
2. Minutes
3. WASC Recommendations
4. Bond Spending Plan
5. FPC Revision
6. GRC Recommendation
7. BP/AP Revision Project
8. Mission Statement
9. Quorum Update
10. BP/AP 3570 Smoke Free Working And Learning Environment
11. CIP Report
12. Board of Trustees
13. Constituent Reports
14. Meeting Wrap Up
15. Next Meeting

Agenda Review
Agenda was revised to include BP/AP 4400 titled Community Service Courses in the BP/AP list. BP 4400 was posted on Web for CC review, but left off list on agenda.
Approved by consensus as revised to include BP/AP 4400.

Approve Minutes
December 9, 2010 Minutes approved by consensus.
WASC RECOMMENDATIONS

- President Coon distributed “Plan for Completion of ACCJC Recommendations/Requirements Follow-up Report.”
- Dr. Chialin Hsieh noted that:
  - Dr. Coon has appointed a Cabinet liaison for each recommendation.
  - A faculty liaison has also been appointed for the recommendations as follows:
    - Recommendation One: Sara McKinnon
    - Recommendation Two: Yolanda Bellisimo
    - Recommendation Three: Ali Klinger
    - Recommendation Four: Yolanda Bellisimo
    - Recommendation Five: Not yet assigned
    - Recommendation Seven: Eric Dunmire
    - Recommendation Eight: Sara McKinnon
  - Each responsible party will need to report on recommendations.
  - The plan contains a clear timeline. All reports need to go to Dr. Hsieh May 31.
  - The follow-up report will be presented for College Council approval 9/15/11.
  - The follow-up report will be presented to the Board of Trustees for approval 9/20/11.
  - The report will be submitted to AACJC by October 15.

Bond Spending Plan

- President Coon distributed his recommendation for the Bond Spending Plan that is on this month’s Board Agenda.
- He has presented it to the Classified and Academic Senates and is scheduled to meet with Student Senate this afternoon.
- The President has developed a plan he feels the Board will support. It includes:
  - New Academic Center (NAC) at 43,170 sq feet. Cost $30,132,000
  - Retain the Austin Science Center – it will be used for swing space when NAC is built. 9 classrooms will be kept. Remaining space will be repurposed for office space.
  - Child Development Center
  - Track
  - ADA upgrades
  - Removal of portable buildings
  - Leaves reserve of $9,159,000

General agreement College Council supports recommended Bond Spending Plan.

FPC Revision

- Kathleen Kirkpatrick presented a recommendation from the Governance Review Council to revise the charge of the Facilities Planning Committee. The revised charge was developed by the FPC at the request of PRAC to include oversight of the development of a Facilities Master Plan and has been reviewed by PRAC.
- Revised language on bullet re. creation of Facilities Master Plan to:
“Ensure the creation of a Five Year Facilities Master Plan that includes facilities usage needs based on the Educational Master Plan.”

Consensus to approve the revised FPC charge as amended.

GRC Recommendation
- The GRC recommends the inclusion of a standing agenda item titled “Committee Reports” for all PGS committees.
- The recommendation is based on feedback from the Spring 2010 Participatory Governance Surveys and is meant to address WASC Recommendation #1 to improve communication.
- Committee members will be asked to report back information, recommendations and/or actions from other committees they serve on.

Approved by consensus the GRC recommendation to include a standing agenda item titled “Committee Reports” for all PGS committees.

BP/AP Revision Project

Kathleen Kirkpatrick referenced the following Board Policies and Administrative Procedures (which were posted on the website for all members’ review and listed on the bottom of the Agenda) being presented as noted as either information items or for approval from the Board Policy/Administrative Procedure Task Force:

I. Chapter 3/General Institution
   a. BP/AP 3540 Sexual and Other Assaults on Campus*
   b. BP/AP 3920 Communication with the Public*

II. Chapter 4/Academic Affairs (Information Items from the Academic Senate)
    a. BP/AP 4103 Work Experience
    b. BP 4675 Programs for Older Adult Students (Emeritus College)

III. Chapter 5/Student Services
     a. BP/AP 5130 Financial Aid
     b. BP 5180 Job Placement*
     c. BP 5450 Emeritus Students College of Marin
     d. AP 5075 Credit Course Adds and Drops (Information Item from the Academic Senate)

IV. Chapter 7/Human Resources
    a. BP/AP 7270 Student Employees
    b. BP 7335 Health Exams
    c. AP 7336 Certification of Freedom from Tuberculosis
*BP/APs carried over from February 2011 College Council Agenda

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

Mission Statement
- In accordance with BP 1200 titled Mission Statement, the Mission Statement is reviewed annually.
- College Council reviewed the current BP 1200 titled Mission Statement and noted the following suggestions:
  - Add “and student success” after “educational excellence”
  - Include reference to obtaining a 2-year degree
  - Workforce education should probably be Career Education
  - Revise the sentence re. sustainability
  - Revise statement to reflect state’s priorities for transfer, workforce and Basic Skills
- A College Council Mission Statement Committee was formed to review the Mission Statement.
- Subcommittee members Sara McKinnon, Yolanda Bellisimo, Nathaniel Parker & Chialin Hsieh will work with Kathleen to incorporate suggestions and bring back recommendation to April College Council meeting.

Agreed Mission Statement Subcommittee will review/revise Mission Statement and bring recommendation to next CC meeting.

Quorum
- Kathleen reported that GRC is discussing the issue of how quorum is established. Members are soliciting their constituencies for feedback.
- GRC will report back recommendation at April 7 College Council meeting.

BP/AP 3570 Smoke Free Working and Learning Environment
- Dr. Coon reported that the District is close to coming to a Tentative Agreement with UPM. He reiterated his commitment to moving forward on BP/AP 3570, but since it contains language that is in conflict with the current CBA, he prefers to wait until the T.A. is signed to move forward on it
- He will keep College Council posted on the progress.

CIP Report
- Laura McCarty provided modernization updates including:
  - Main Building at IVC doing well
  - Fine Arts – following up on many equipment items.
  - Science Math super-structure about 75% complete
  - Performing Arts on track for summer
Board of Trustees

- Dr. Coon reviewed the Board agenda. Highlights included:
  - Apprenticeship Program for Organic Farming and Gardening will be the first in the country.
  - Bond Spending Program as described earlier.

Constituent Reports

Academic Senate (Sara McKinnon)

- Items reported:
  - Sara has distributed copies of the A.S. News
  - The Academic Senate nominated full-time Auto Tech. instructor Ron Palmer and part-time Biology instructor and SLO co-coordinator Anne Gearhart Biology for this year’s Golden Bell Award.
  - The Senate is working on getting a coordinator to work with Student Services to develop SLOs.
  - The Senate is working on an MOU between Academic Senate and UPM.

Classified Senate (Andrea Hunter)

- Items reported:
  - The Classified Senate just published its first Newsletter. The Senate plans to publish two newsletters each semester to improve communication among classified staff.
  - The Senate will be holding a fundraiser on May 11 in conjunction with the Job Fair
  - Melinda Molloy is helping to coordinate a Relay for Life event in August. The Senate will help publicize the event and encourage employees to participate &/or provide support.

Emeritus Students COM(ESCOM) Marian Mermel

- Items reported:
  - The Grant Chair is in the process of giving out $50 vouchers for spring classes. Funding comes through the College of Marin Foundation.
  - A joint meeting between the ESCOM Council and Curriculum Committee is scheduled next week to discuss leadership for the next year.

ASCOM (Lance Reyes)

- Items reported:
  - A Club Fest with free BBQ will be held next week. The event is intended to publicize COM student clubs.

Student Senate (Nathaniel Parker)

- Items reported:
  - The “March of March” annual event will be held Monday. Students march on the capitol in Sacramento. There may be 20 College of Marin students participating.
CSEA (Patience James)
- Items reported:
  - Patience reported CSEA is trying to work out anything that arises in the District.
  - Some things are getting resolved and moving forward.

Since there were several members of PGS committees present, it was agreed they should report on their committee work in support of the standing agenda item titled “Committee Reports” that College Council approved at today’s meeting.

Instructional Equipment Committee (IEC) – (Angelina Duarte)
- IEC is meeting weekly to review equipment requests that have come from Departmental Program Reviews.

Professional Development Committee (PDC) – (Kathleen Kirkpatrick)
- PDC is developing an online Professional Development Needs Assessment to identify employee’s professional development needs.
- The survey will be finalized and launched via global email around March 24.
- Results will be used to help plan next year’s Flex and professional development activities.

Distance Ed Committee (Sara McKinnon)
- The Distance Ed Committee, an Academic Senate subcommittee, has worked on a Board Policy for Distance Ed that defines full‐online and hybrid courses. It is on Senate agenda for next week.
- The committee is also working on Moodle migration.

PRAC (Angelina Duarte)
- PRAC is looking at various planning schedules to adjust its activities to have meaningful input into the budget development process to better allocate or re‐allocate resources. The goal is to align class schedule planning with the budget process.
- PRAC has accepted the Computer Replacement Plan from the Technology Committee.
- Also asking I.T. how many computers might be available to be distributed.

GRC (Kathleen Kirkpatrick)
- As reported earlier in meeting GRC is looking into a change re. quorum and will report back to College Council next month.

Meeting Wrap-up
- Approved revised FPC Charge
- Approved Bond Spending Plan
- Approved GRC Recommendation for Standing Agenda Item for PGS Committees titled “Committee Reports.”
- Approved BP/APs on the agenda to move forward to the Board
- Kathleen will work with CC Mission Statement Subcommittee to revise Mission Statement and bring back recommendation next month.
Next Meeting and Adjournment:

Next meeting: **Thursday, April 7 at 3:00 PM**

Agenda items identified for the next meeting:
- College of Marin Mission
- Quorum recommendation from GRC

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