College Council Meeting
September 13, 2012
3:00-4:30 p.m.  AC 108
Meeting Summary

Present:
Yolanda Bellisimo, David Wain Coon (Chair), Nicole Cruz, Alice Dieli, Chialin Hsieh (Staff Resource)
Andrea Hunter, Kathleen Kirkpatrick (Staff Resource), Marian Mermel, Sara McKinnon, and Blaze Woodlief.

Absent:  Scott Blood, Al Harrison and Lance Reyes

Agenda:
1) AGENDA
2) MINUTES
3) PRESIDENT’S REPORT
4) ACCREDITATION
5) COM STRATEGIC PLAN
6) TECHNOLOGY PLAN
7) DE PLAN
8) FACILITIES PLAN
9) STAFFING PLAN
10) INTEGRATED PLANNING MANUAL
11) BP/AP REVISION PROJECT
12) MODERNIZATION PROJECT REPORT
13) BOARD OF TRUSTEES
14) CONSTITUENT REPORTS
15) MEETING WRAP UP
16) NEXT MEETING

Agenda Review/Approval
Agenda approved by consensus.

Approve Minutes
Minutes of the May 10, 2012 College Council meeting approved by consensus.

President’s Report
•  President Coon acknowledged and welcomed new College Council members VPSL
  Rebecca Kenney, ASCOM President Lance Reyes and Blaze Woodlief (substitute for
  Academic Senate Representative Becky Brown who is on sabbatical).
Accreditation

- The Accreditation Follow-up Report is posted on the web and the link was emailed to College Council members for review prior to today’s meeting.
- President Coon reported that he Board will be reviewing report at a Board Study Session this Saturday. A Special Board meeting is scheduled October 9 for Board approval. He also thanked everyone on College Council for the hard work people have contributed to meet the deadlines.

Follow-Up Report 2012 to AACJC approved by consensus.

COM Strategic Plan

- Chialin reported that the 2009-2012 Strategic Plan has been completed. It included 7 objectives and 22 action steps. 100% were completed.
- Chialin distributed a revised timeline for the 2012-2015 Strategic Plan which the College Council Strategic Plan Task Force has been working on since last spring.
- 13 objectives were identified. President Coon identified and assigned managers as champions for each of the objectives. He also held a retreat during the summer for the managers to review the objectives and start to develop action steps. 95 action steps have been developed.
- A joint meeting of the Strategic Plan Task Force and President’s Cabinet was held yesterday to review the action steps and some revisions were identified. As a result, it was determined the timeline needed to be revised. The group also agreed to use a standard format.
- The managers are in the process of making the revisions and a joint meeting of the Cabinet and Strategic Plan Task Force will be held Sept. 19 to review the revised plan.
- It will be sent out to the college community for feedback on September 21. It was determined by College Council that feedback will be due by 5pm on October 1.
- It will be discussed by Cabinet 10/3 and come to College Council 10/11 for approval.

Technology Plan

- The COM 2012-2017 Technology Plan was approved by PRAC and the link was sent to College Council for members to review prior to the meeting.
- Discussion re. the fact that costs are not included in the plan. President Coon reported he has been assured that there is funding for the first year of the five year plan. Suggestion to include that information in the report so that it is clear to WASC that we have the funding.
- The Technology Plan is scheduled for Board approval 9/18/12.
- President Coon will recommend that language will be added indicating the Board has approved the first year funding.

COM 2012-2017 COM Technology Plan approved by consensus and agreement to add language that the Board has approved the first year of funding.

DE Plan

- Chialin reported the Instructional Technologist position that was included in the plan has been funded and is now in the hiring process.
• There is also a call out for a DE Faculty Facilitator for this academic year. This person will be a liaison between the faculty and the Moodle Production Team and provide support for pedagogy.
• Suggestion to add language re. the Board approving funding.

COM Distance Education Plan 2012-2015 approved by consensus and agreement to add language regarding approval of funding.

Facilities Plan
• Laura McCarty reported that the plan is designed to be a living document so it can be revised to accommodate changes. New software will also allow incorporation of Program Review and other initiatives that affect facilities.
• The President mentioned the need for a Maintenance and Operations Plan to be developed.

COM 2012 Facilities Plan approved by consensus.

Staffing Plan
• Yolanda reported that she and Sara developed the Staffing Plan although these are usually prepared by Human Resources.
• Most staffing plans include benchmarks to give you an idea how many staff you need in various areas. PRAC has recommended that this be included. President Coon agreed and stated he will make sure that happens when the permanent HR Dean is hired.

Consensus to approve the COM Staffing Plan.

Integrated Planning Manual
• Corrected the title listed on the agenda to reflect “Integrated Planning Manual” instead of “Integrated Planning Model.”
• Yolanda and Chialin reported the calendar was revised over the summer to be consistent with all the planning cycles. The Manual has been approved by PRAC and comes to College Council as an Information Item.
• President Coon reported that the Board wants the Mission Statement to be reviewed and that cycle should be included in the Integrated Planning Manual. He will be discussing the Mission Statement with the Board and will report back so it can be incorporated in the manual and the governance process to review the Mission Statement is initiated.

BP/AP Revision Project
• Kathleen provided a status report on the Board Policy and Administrative Procedure revision project.
  o 98% (182 out of 186) Board Polices completed.
  97% (176 out of 181) Administrative Procedures completed.
o 100% (25 out of 25) of Board policies and 100% (30 out of 30) Administrative Procedures categorized under Chapter 4 titled Academic Affairs are complete. (WASC Evidence)

o 100% of Board Policies (30 out of 30) and 97% (33 out of 34) Administrative Procedures categorized under Chapter 5 titled Student Services are complete. (WASC Evidence)

- She also reminded CC that CCLC issues a Policy and Procedure Update to subscribers twice a year that includes recommended language for any new or revised BP/APs based on changes in Ed Code, Title 5 or other laws and regulations.

- Kathleen also referenced the Board Policies and Administrative Procedures listed below that were posted on the web for CC review/comment over the summer. She reported that the BPs went to the Board of Trustees for a first reading in August and are on the BOT Agenda for Adoption next week and the APs went to the Board as Information Items in August.

  o Chapter 3/General Institution
    - BP 3420 Equal Employment Opportunity
    - BP 3520 Local Law Enforcement
    - AP 3520 Local Law Enforcement
    - BP 3715 Intellectual Property (Information Item from Academic Senate)
    - AP 3715 Intellectual Property (Information Item from Academic Senate)

  o Chapter 4/Academic Affairs
    - BP 4020 Program, Curriculum and Course Development (Information Item from Academic Senate)
    - AP 4020 Program, Curriculum and Course Development (Information Item from Academic Senate)
    - AP 4023 Course Approval (Information Item from Academic Senate)
    - AP 4260 Prerequisites, Co-requisites and Advisories (Information Item from Academic Senate)

  o Chapter 5/Student Services
    - AP 5010 Admissions (Information Item from Academic Senate)
    - AP 5011 Admissions of High School & Other Young Students (Information Item from Academic Senate)
    - AP 5031 Instructional Materials Fees (Information Item from Academic Senate)
    - BP 5800 Prevention of Identity Theft in Student Financial Transactions
    - AP 5800 Prevention of Identity Theft in Student Financial Transactions

  o Chapter 7/Human Resources
    - BP 7130 Compensation
    - BP 7380 Retiree Health Benefits – Academic Employees

- AP 5530 titled Student Grievances was approved by the Academic Senate and emailed to CC members as an Information Item with the CC Agenda. It is being reviewed by District legal counsel and is expected to move forward to the October Board meeting.

Chapter 5/Student Services
Information Items from the Academic Senate:
  a. AP 5530 Student Grievances

Consensus by College Council that all BP/APs confirmed as presented.
Modernization Update

- Not addressed.

Board of Trustees

- President Coon reviewed Board Agendas for two upcoming meetings.
  - Board Agenda for Retreat on Saturday 9/15/12 includes discussion of Ed Master Plan, Integrated Planning Manual, Strategic Plan, Board Planning Calendar, Response to Recommendation No. 9 and any need to change the Board’s ethics policy.
  - Distributed and reviewed September 18 Regular Board Meeting Agenda. Highlights include:
    - Enrollment report
    - Budget update
    - Approval of Mission Statement, Board of Trustees 2012-2013 Goals and Priorities, DE Plan, Technology Plan and Facilities Plan.

Constituent Reports

Academic Senate (Sara McKinnon)

- Item(s) reported:
  - Academic Senate formed a task force re. the summer school program cut. They developed a proposal to hold some summer school classes in 2013. Represents $700,000 in cuts to instruction. Senate will approve limited summer school schedule with two caveats, 1) 2014 summer session comes back and 2) proof that we are also cutting on the non-instructional side.

Classified Senate (Alice Dieli)

- Item(s) reported:
  - The Classified Senate discussed a goal for the year which is to increase the CS identification within the college -- who we are and what we do.
  - The President will attend an upcoming meeting.
  - Discussed process to submit feedback on Strategic Plan.
  - Making plans for our upcoming Halloween Fundraiser.

Emeritus Students COM (ESCOM) Marian Mermel

- Item(s) Reported:
  - Emeritus met and developed a new slogan, “Lifelong learning, Lifelong Doing and Lifelong Friends.”
  - The Hooked on Marin speakers series begins next week on September 20 with “The Organic Food Movement in Marin” in OH 96 at 7:00 p.m. in OH 96.
ASCOM (Lance Reyes))
Deferred.

**Meeting Wrap Up**

- Approved Follow-up Report
- Approved Technology Plan
- Approved DE Plan
- Approved Facilities Plan
- Approved Staffing Plan
- Confirmed approval of BP/APs to move forward.

**Next Meeting and Adjournment:**
Next meeting:
   Thursday, October 11, 3:00-4:30 p.m. AC 108

Agenda items identified for next meeting:
   Approval of 2012-2015 COM Strategic Plan
   Mission Statement Update (President Coon will report back from Board of Trustees)

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