College Council Meeting Summary

October 10, 2013
3:00 – 4:30 p.m.
Austin Center, Room 177, KTD

Present: David Wain Coon, Chair; Sara McKinnon; Becky Brown; Patricia Seery; Nicole Cruz; Lance Reyes; Steve Petker; Eric Sitzenstatter; Cari Torres; Kristina Combs; Steve Dodson

Absent: Alice Dieli, Rhonda Jones, Greg Nelson, Jonathan Eldridge; Laura McCarty

Guests: Ken Brazzel for Laura McCarty; Marian Mermel (ESCOM)

Meeting called to order at 3:04 p.m.

1. Agenda
   The agenda was approved by consensus.

2. Minutes
   The minutes of the September 12, 2013 meeting were approved by consensus with a correction to the Student Senate report noted by Mr. Petker.

3. President’s Report
   - The Accreditation Report was hand delivered to the ACCJC on Tuesday, October 8, a full week before it was due. The report is posted on the college webpage. The President thanked Sara McKinnon and Barbara David for their efforts along with all staff who helped put the report together.
   - The President encouraged everyone to participate in the upcoming election on November 5. ASCOM and the League of Women Voters will be holding a forum for the Board of Trustees candidates on Thursday, October 24, at 6 p.m. in the Student Services Building Cafeteria.
   - Sara McKinnon reported that there has been a problem with smoking at the Austin Center with smokers using an area that presents a fire hazard. Nicole Cruz noted that some of the signs need to be updated from the current “20 feet from building” language. Police are working with staff to monitor the area and have signs updated.
   - We are actively recruiting for a number of positions, including faculty, staff and managers. As of the end of the spring semester, we will have replaced 36% of our full-time faculty.
   - Kristina Combs reported on two projects:
     1) Retirement Center Work Group – A volunteer work group has been formed consisting of retired employees representing faculty and staff to brainstorm about ideas for a Retirement Center. The group met in September and discussed ideas for services and programs that would be useful for retirees and employees thinking about retirement. Some ideas include, retirement and financial planning and reconnecting with retirees. Two workshops have been scheduled with CalPERS in January and discussion with CalSTRS and TDS about additional on-site workshops are also taking place. The group will be meeting with President Coon this month to discuss his vision for the Center. It was suggested that the group connect with ESCOM and possibly pool services. Erik Sitzenstatter will contact Kristina Combs. More information on this topic will be forthcoming.
2) Planning Agenda, Training Topics – As part of the Mid-Term Accreditation Report specific categories of training and staff development are required. Using information from a 2012 staff survey, topics have been identified and will be used as a starting point for developing training agendas moving forward.

4. BP/AP Revision Project
Kathleen Kirkpatrick and Melinda Molloy were tasked with the extensive project of completely reviewing and updating our policies and procedures. This work has been completed. Maintenance of the policies and procedures will be continued by Kathy Joyner in the President’s office.

5. Modernization Report
Ken Brazzel, Project Manager for Jacobs, provided an update on the modernization projects:
- ADA projects – Fusselman Hall barrier removal is in design and work is expected to start next summer. ADA projects for the LRC and Student Services have been through design and are being submitted to DSA with the hope there will be funds to complete this work in the summer as well.
- The Academic Center project is moving forward. Approximately 700 yards of contaminated soil was removed, residual from a gas station that sat on the Tacqueria site previously. A drill rig is on-site for installation of approximately 90 pilings. This option will be considerably quieter for the campus and community than a pile driver.
- The Fine Arts Weatherization project is moving forward with the installation of horizontal canopies. This work should be completed between Thanksgiving and the Winter Holiday.
- Performing Arts – Working on Furniture, Fixtures and Equipment items and have made improvements to the Gallery.
- Science, Math, Nursing – Working on Furniture, Fixtures and Equipment items and finalization of HVAC comeback projects.

6. Board of Trustees
The Board meeting is on October 15 at the Kentfield Campus in the Student Services Cafeteria. Dr. Coon reviewed the agenda and noted there will be a report from Walter Turner on his travels to Cuba and Canada, a first quarter budget update by Vice President Nelson and an update on Student Success by Vice President Eldridge. There will also be discussion on Trustee Development. There was discussion about including the community in future yard sales as a way to connect with the community and encourage campus participation.

7. Constituent Reports
Academic Senate – Sara McKinnon
- Smoking issue addressed earlier in the meeting
- The senate has passed the Administrative Procedure on Course Adds and Drops and is working with other colleges on the Significant Lapse of Time procedure as it is too restrictive as written.

Classified Senate – Nicole Cruz
- Working on the Annual Halloween Fun and Fund Raiser. Costume categories this year are Classic, Elegant and Frightful. There is also a group category. There will be a BBQ
and Raffle and costumes will be judged by Dr. Coon, Cathy Summa-Wolfe and Lisa Morse. The event will take place on October 31 at noon in the Deedy Staff Lounge.

Student Senate – Lance Reyes & Steve Petker
- Lance reiterated the upcoming Candidate Forum in the Cafeteria on Thursday, October 24 at 6:00 p.m. and encouraged the group to get the word out to the senators and students.
- Steve reported they had live music at both IVC and KTD on the same day, the first time in 35 years for IVC. He also reported that there is a communal club area now available offering a larger meeting space for clubs. New furniture has been added to student services offering nice work spaces. ASCOM is also talking about a possible Halloween celebration that would include dancing and a DJ.

Emeritus Students COM – Eric Sitzenstatter
- Reported that a faculty member gave very high compliments to the IVC Child Care Center. It was noted that there is still space available at the IVC Center and that it includes a Head Start care program for infants and toddlers.
- The headset project is complete and working well. Thanks Dr. Coon for providing funding and ASCOM for the TV replacement. This project will definitely help members become more computer literate.
- The Marketing Committee recently had their photos taken and will be in an upcoming ad for United Markets.
- ESCOM Council will hold a meet and greet with Board of Trustee candidates to answer questions, next Thursday at 10:00 a.m.

8. Meeting Wrap Up
Patricia Seery mentioned the design award received for the student labs in the new Math, Science, Nursing Building. A link to the press release is on the College webpage.
Marian Mermel commented on the nice additions to the Fine Arts Gallery, and suggested it would be nice to have a few places to sit and contemplate the art. She also noted that selling benches might be a good fund raising opportunity. Dr. Coon noted that we are currently selling memorial seats in the theater for $1,000 each, but this would be another opportunity. We are seeing 100 visitors per day at the Diebenkorn Exhibit. Nicole Cruz mentioned the free Diebenkorn lecture series coming up on October 17, 18 and 19.

9. Next Meeting, November 14, 2013, 3:00 p.m., Austin Center 177

10. Adjournment – Meeting adjourned at 3:50 p.m.