May 15, 2014
Humiston Reading Room, Student Services 146
3:00 p.m.

Present: David Wain Coon, Chair; Alice Dieli; Becky Brown; Patricia Seery; Nicole Cruz; Laura McCarty; Mariam Mermel for Eric Sitzenstatter; Greg Nelson; Steve Petker; Rhonda Jones; Sara McKinnon

Absent: Kristina Combs, Steve Dodson; Jonathan Eldridge; Rhonda Jones; Lance Reyes; Cari Torres; Eric Sitzenstatter

Dr. Coon noted that he would act as a substitute manager to assure actions could move forward. He also thanked Marian Mermel for hosting College Council in the center.

1. Agenda
   The agenda was approved by consensus.

2. Minutes
   The minutes from the 4/10/2014 meeting were approved by consensus.

3. President’s Report
   Update on College Issues: Dr. Coon remarked on the overwhelming success of College Success Saturday, noting there were 160 high school graduates, 150 family members and numerous faculty, counselors and student ambassadors in attendance. He also noted that there were a number of end-of-year celebrations occurring on campus over the next two weeks culminating with the commencement. We have 400 students that have completed degrees or certificates. The College is also in the process of hiring new full-time faculty in English and Music and final interviews and open forums for the Vice President of Student Learning have been held.
   Bookstore Contract: Vice President Nelson reported that an agreement with Follett for Bookstore services will be going to the Board on Tuesday. The College has been with Barnes and Noble for the last 28 years and Follett has presented a very generous proposal, which includes renovations to the Bookstore, both general and categorical dedicated scholarships and book grants, faculty access to software and library services, and use of fair labor practice companies for all products. The college is working with the union on some employee matters related to this change. The conversion has started and the bookstore will be up and running before the start of the fall semester.
   Energy Audit: Vice President Nelson reported that the energy audit has been delayed pending finalization of contract negotiations with Cenergistic.

4. BP/AP Revision Project
   Sara McKinnon reported on the proposed revisions to AP 4231 - Grade Changes and AP 4105 - Distance Education. She noted that they were formalizing the dispute process and including flow charts for both Preliminary and Final Grade Disputes in AP 4231 and that AP 4105 was being modified to remove reference to the Distance Education Support Committee, which no longer exists, and adding ADA compliance and support language for services that have been put in place. Revisions to AP 4231 and AP 4105 were approved by consensus.

5. Modernization Report
Laura McCarty reported that the Academic Center project is moving along well and on schedule with completion expected in early spring 2015. The design coordinator is working with faculty on classroom design and technology needs. ADA in Fusselman Hall, Student Services and Learning Resources will be completed over the summer. Portable Village has been re-named Village Square and DSA is reviewing the project for long-term use. The Austin Center designation as AC will be changed to AU. Fusselman Hall will get new (donated) tiles in the lobby area in June.

6. **Board of Trustees**
   Dr. Coon reviewed the agenda for the upcoming board meeting on May 20. There will be a study session/presentation on electronic Board packets by BoardDocs and a discussion of the results of the Board Self-Evaluation and Goals & Objectives Retreat held on June 24. Dr. Coon will give an update on accreditation activities, marketing and the Bookstore. There will also be a study session on the Student Success Scorecard and the Equity plan, both of which must be submitted in the fall.

7. **Constituent Reports**
   **Classified Senate**
   Alice Dieli reported that the Professional Development bill has gone through the State Assembly and on to the Senate. She also reported that four classified individuals will be receiving awards at Golden Bell this year.

   **Academic Senate**
   Sara McKinnon reported that the Academic Senate passed revisions to AP 4100 Graduation Requirements for Degrees and Certificates. They are sending out an e-mail to assure consensus. She also reported on the results of the Academic Senate election as follows: Academic Senate President, Sara McKinnon; Vice President, Meg Pasquel; Secretary Becky Brown and Treasurer, Patricia Seery. Dr. Coon noted that Sara was recognized last night at the San Rafael Chamber of Commerce Awards as Educator of the Year.

   **ASCOM**
   Steve Petker reported that ASCOM put on 29 events this year, with at least 1 event at IVC each month. He has been re-elected as President of ASCOM and is happy to report there is a full contingent of student representatives at the IVC campus. He is hoping to encourage even more participation in student activities in the upcoming year. This Saturday, ASCOM is sponsoring the first e-waste collection at the Kentfield Campus in Lot 6. Mr. Petker also mentioned that ASCOM would like to use funds to install water bottle filling stations.

   **ESCOM**
   Marian Mermel passed out a flyer for the Emeritus Annual Meeting and 40th Anniversary Celebration to take place on June 21 with Guest Speaker Dr. Simon Melov. She reported that ESCOM has 600 members and that Sara Fagan Greenburg has taken over the newsletter duties.

8. **Meeting Wrap-Up**
   Dr. Coon thanked everyone for their support during the year and thanked Marian for hosting the meeting.

9. **Next Meeting:** September 11, 2014, 3:00 p.m.

10. **Adjournment** – Meeting adjourned at 3:55 p.m.