November 14, 2013
3:00 – 4:30 p.m.
Austin Center, Room 177, KTD

Present:  David Wain Coon, Chair; Sara McKinnon; Cari Torres; Patricia Seery; Alice Dieli; Nicole Cruz; Rhonda Jones; Lance Reyes; Eric Sitzenstatter; Jonathan Eldridge; Laura McCarty; Becky Brown; Steve Petker; Greg Nelson

Guest:  Marian Mermel (ESCOM)

Absent:  Kristina Combs, Steve Dodson

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

1. **Agenda**
   The agenda was approved by consensus.

2. **Minutes**
   The minutes of the October 10, 2013 meeting were approved by consensus with a change to the third bullet under the President’s report as follows: “signs need to be updated from the current……”

3. **President’s Report**
   - Calendar of Events. President Coon shared a draft working calendar of college-wide events being developed in an effort to avoid scheduling conflicts with the numerous activities and events that occur on campus, especially at the end of the year. This is a working document and discussions in place to resolve existing conflicts on the calendar. There have also been suggestions about considering one expanded year-end activity for all groups, possibly including retirees, as opposed to numerous end-of-year activities. Feedback will be requested from constituent groups. Faculty schedules/finals should be considered to allow broad participation by faculty. The calendar will eventually be posted on our Web site. The ASCOM 40th Anniversary is tentatively scheduled for September 20 and the International Education Week occurs in November.
   - Greg Nelson reported on Student Debt which is very high in this District ($2M plus). This figure goes back to 2008 and includes what is in the Banner system. There is additional debt information in the HP system, which will be identified as well. The District will be using Williams and Fudge (a debt collection agency) to begin working on collecting debt from students. This group works well with students and has a 60 – 80% return rate. Collection processes will begin after the semester has ended. Students will have received COTOP notices and are aware of the debt. Various collection processes will be used depending on the amount of debt and the company will work with students on payment plans.
4. **BP/AP Revision Project**
   Kathy Joyner shared overviews on the Board Policy and Procedure Service Updates 22 and 23 from Liebert Cassidy Whitmore, noting that she is working on identifying task force members to start the changes through the governance process. A proposed update to AP 3720 Information Technology Use was also shared by Jonathan Eldridge in anticipation of the upcoming computer replacement project to clarify college computer standards and add copyright information. Once updated policies and procedures have been vetted through the appropriate parties, they will come to College Counsel for approval and then to the Board of Trustees.

5. **Modernization Report**
   Laura McCarty reported that the Academic Center project is proceeding well with the foundation pilings almost complete. Rebar will be placed and concrete poured. Additional excavation and grading will occur for beams and system connections.

6. **Board of Trustees**
   Dr. Coon reviewed the November 19 Board agenda noting the agenda items are mostly routine. He commented that he had done some historical research and found that Ada Fusselman served 34 years on the Board and Barbara Dolan has served 28 years. He is researching how many years Phyllis Metcalfe served. Greg Nelson spoke briefly about the items he would be reporting on under the CEO report, including student debt, a credit card program, and the hearing on the 50% law. There will be a Board Retreat on December 6 to discuss the Austin Center and the status of the COM Foundation. A swearing in ceremony will be held for Brady Bevis, Diana Conti and Wanden Treanor at the December 10 Board meeting. The December meeting is also the organizational meeting and when the Board chooses new officers.

7. **Constituent Reports**
   **Student Senate** – Lance Reyes
   - The movie “Bravo, Common Men, Uncommon Valor” will be shown this evening in the James Dunn Theatre.
   - Students are sponsoring an activity with Single Stop with information and on-site enrollment for the Affordable Health Care Act.

   **ASCOM** - Steve Petker
   - 144 people attended the Halloween Dance Party. Carnival games raised funds for ASCOM.
   - Participated in International Week

   **ESCOM** – Eric Sitzenstatter
   - Had successful Q&A with Trustee Candidates.
   - There is much interest in learning about computers and updated systems.
   - Hoping to expand the space at IVC for the ESCOM facility.
   - Work in progress on the Humiston Reading Room, which will be installed over the holiday break.
**Academic Senate** – Sara McKinnon
- Waiting for Board Policy & Admin Procedure changes. Need to add Cal WORKs to the Administrative Procedure on enrollment per law.
- Doing a survey on – Best Practices – keeping students engaged.
- At State Senate Plenary Sessions, 12 resolutions were proposed around the ACCJC standard revisions. Will send link to final Resolution.
- Should be getting the final first draft of standards revisions from ACCJC in January.

**Classified Senate** – Alice Dieli
- Halloween Fund Raiser was a great success and thanks to all of the volunteers that helped make it happen. Many comments that this was good for moral.
- Continuing to monitor Professional Development Progress
- Planning the January welcome back.

8. **Meeting Wrap Up**
   Greg Nelson reported that a number of departments in the Administrative Cluster at IVC are moving to other areas within the cluster over the holiday break. Fiscal will move from Building 9 to Building 8. Workforce Development will move from Building 8 to Building 9. Police and ECE will move to Building 11. Maintenance will move to the old police space and the farm will use the Corporation Yard.

   He also reported on a successful garage sale. In addition to the sales, a number of items were donated to non-profits. Items will be stored in the Ohlone Cluster moving forward. Another sale is planned for April 25.

9. **Next Meeting**, December 5, 2013, 3:00 p.m., Austin Center 177

10. **Adjournment** – Meeting adjourned