Present: Becky Brown, Gina Cullen, Jason Dunn, Patrick Ekoue-totou (Resource), Jonathan Eldridge (Co-Chair), Sarah Frye, Sara McKinnon (Co-Chair), Greg Nelson, Carol Scialli (Resource), Kathleen Smyth, Cari Torres, Michael Trump

Also Present: Derek Levy

Absent: Yolanda Bellisimo, Peggy Isozaki, Christine Leimer, Gina Longo, Carol Perez, Patsy Puertas, Nanda Schorske, Sheila Whitescarver

Agenda Review

• Agenda approved with an addition: Final Exams

Minutes

• Minutes of November 25 meeting approved.

Next Strategic Plan Recommended Objectives from EPC

C. Leimer

• Postpone this item to a future meeting in Spring 2015.

Facilities Planning (FPC)

L. McCarty

• Committee met on November 19 and agenda included review of the FPC charge that had not been updated in a long time. Not enough members were present to finalize this item.
  o Have added items to the charge and hope it will be blessed by next meeting.
  o There is a statement in old charge about Facilities Planning following through on district procedures. Follow-up is needed to determine what procedures the statement refers to.

• Touched on request by Communication department for special features in NAC. Department requested:
  o Movable podiums with spotlights situated so they shine on podiums.
  o Communication department will receive priority scheduling.

• Program Review information will be available in March for our review. Student rep was not present so could not provide research on student input into facilities. Student was to research other schools.

• In January will discuss timeline for updating a master plan.

Finals Issue (Thursday) with Storm on Horizon

• How should we proceed re: finals scheduled that day?
  • Message will be sent out about preparations.
    o Close lots 1 and 13.
    o Conference calls with police department.
    o Wind is biggest concern as trees are dry and could topple over. Kentfield School District has a wind advisory threshold and will close schools if wind is beyond threshold.
    o Ask staff to be sure windows and doors are closed.
If have to close campus for related problems, we will set up special circumstances on behalf of students.

- Suggest moving finals to next Tuesday.
- Faculty will need to be flexible.
- Find fair and equitable approach to finals issue keeping safety of all in mind.
- A take home final is one option—up to instructor.

Alert U will go out.

Finance Committee

G. Nelson
- Committee is not meeting today.
- At last meeting, G. Nelson provided a presentation on aspects of the budget like accounts and revenues.

Student Equity Plan

D. Levy
- Abridged version of Student Equity Plan was distributed. This will be submitted to the Board tonight for approval, then to Chancellor’s Office by deadline.
- It’s also a work in progress, a three year plan and requires annual updates.
- There is still more data collection research and analysis to be completed.
- Included in handout are:
  - Executive Summary
  - Goals and Activities with outcomes, completion dates, and responsible parties.
- Review of page 21 regarding Math Basic Skills Completion. Chart looks at group considering gender and ethnicity.
- Female and Asian students are highest achieving groups.
- Disproportionate impact was found for Black/African American and Hispanic/Latino students.

COM Mission Statement Task Force

J. Dunn
- He and C. Leimer met on Friday and compared notes re: survey results.
- The survey question was: Does current COM Mission Statement reflect the college’s purpose?
- There were 50 responses and 75% of respondents agreed with the statement as it is.
- Half of respondents included comments.
- Overall results had to do with wording as opposed to content of statement. Respondents pointed out redundancy of language and provided recommended changes.
- Next step is to present recommended revised statement to College Council then proceed through process.
  - Suggestion that revised statement should come through PRAC.
- None of the respondents thought our statement needed to be scrapped but points respondents made were good.

Subcommittee Reports
- Technology Planning: working on report.
- Student Access & Success
- Educational Planning
- Facilities Planning
- Instructional Equipment
Professional Development

Meeting Wrap Up/Assignments

- Next meeting is January 27.