



**College Council
Meeting Minutes**

September 22, 2011
Administrative Conference Room 212

Type of Meeting: College Council Regular Meeting

Purpose of Meeting: *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feedback or input which has been requested by College Council.*

Meeting Facilitator: Jill Board and Matthew Crow

I. Call to Order: 2:06 PM

II. Roll Call:

Present: Jill Board, John Daly, Corey Marvin, Matt Crow, Mary O'Neal, Cheryl Gates, Heather Ostash, Pam Godfrey, Michael Campbell, Erie Johnson, Corey Marvin, Deanna Campbell, Kimberlee Kelly-Schwartz,

Absent: Crystal Freeman, Kathy Salisbury, Tammy Kinnan,

III. Adding Agenda Items: Prohibition of Employing Faculty from Out-of-State (Mary O'Neal)

IV. Approval of Minutes from Last Meeting – (August 25, 2011) – The August 24, 2011 meeting minutes were reviewed and accepted with corrections.

V. Discussion Issues

- a) Codifying College Practices (Natalie Dorrell/Jill Board)
- Posting Practices - Repository Issues – Where do we and how do we codify college practices? Where and in what format have we codified the process? It would be to the Colleges' benefit to standardize practices, so that information could be reported out and at the same time people would know where to find information. Discussion ensued about how to proceed.



Michael Campbell shared from the Northern Montana State University website identifying how easy it was to navigate the university's centralized document of policy and procedures on their website, identifying a one change process, one format, it is easy to navigate to, has a nice numbering system, and is simple for people to see. Discussion ensued about how to proceed with populating a template for policies and procedures also having the Kern Community College Districts' Board Policy linked to each procedure. We need to identify a repository for the information and a timeline for revisiting the policies and procedures for changes. Mike shared his exposure to another colleges' policy and procedures. He indicated that every two years the college reviewed the policy and procedures at the administrative level.

Action Item: *Mike Campbell will bring a paper version of the Northern Montana State University Policy and Procedures to the next College Council meeting (October 20, 2011) and forward a copy to Deanna Campbell and Erie Johnson.*

Action Item: *Jill Board and Michael Campbell will develop a draft skeleton format using the design of the Northern Montana State University online repository of policy and procedures for Cerro Coso Community College and identify an online repository for the policy and procedures for the next College Council meeting (October 20, 2011).*

- **Where will we place the information?** - There will be no taping information around campus, destroying window film or posting on the walls. We need to find a happy medium. Kimberlee suggested using the bathroom stall doors or identifying a spot that really gets information noticed. We also need a responsible contact person/group answering the following questions:
 - Who will deal with postings that are inappropriate, racist, contain sexual inappropriate content, just inappropriate information, such as, term papers for sale, Ponzi schemes, etc.
 - Whose responsibility is it for postings in the Student Services area?
 - We need to resolve who the contact person will be for posting information.
 - We need to have some practice, in place, about how something gets posted.
 - We need to come up with a fix to post things on other than bulletin board when the bulletin board gets filled up with so much information.
 - We need something to get information out to students.
 - How much space are we allotting?



- Who has the right to post?
- Who removes outdated postings?
- We need a policy.
- How will we implement the Board Policy?

It was brought the Council's attention that there is not one bulletin board on the third floor. Jill asked Kimberlee Kelly, Deanna Campbell, and Natalie Dorrell to work with John Daly to draft a Policy & Procedures for the College and bring it back to College Council.

Action Item: *Kimberlee Kelly, Natalie Dorrell, Deanna Campbell, will meet with John Daly to form a task force to address the posting policies and procedures for all campuses, making recommendations to the College Council at the October 20, 2011, College Council meeting.*

Mary O'Neal offered to give up the Child Development Bulletin Board on the west end of second floor officially for students.

- b) M&O/IT Building (John Daly/Michael Campbell) - John Daly reported that the Maintenance & Operations building is currently condemned. Michael Campbell and John Daly made a presentation about the draft proposal of M&O/IT building in which they shared with the College Council. The plan is to eliminate the existing M&O building, but not before all is made ready to put the new building in place, with using the existing building for swing space. The space will be used for M&O and IT with offices for Mike John & Jeremy. The other staff would have work spaces defined by partitions. IT will move its servers/services in one location, moving all of its IT operations there freeing up space for faculty offices. All servers and consolidated switches would convert to the proposed modular building. John shared the information from JTS Modular Inc. prefab modular, FDA approved, with a 30 year guarantee, all aggregated and move in ready. John and Mike shared the preliminary design. The proposal will need to be taken to the Facilities Committee.

Action Item: *John Daly will take the M&O and IT building proposal to the Facilities Committee.*

- c). Prohibition of Employing Faculty from Out of State (Jill) – A faculty discussion ensued about a change in policy about hiring out-of-state faculty employees being banned from teaching courses in California. Jill shared she believed that there was a directive from the district Human Resources to not employ faculty who live out-of-state beginning spring 2012. Discussion ensued about assigning course to out-of-state residents. A



question was raised as to delaying implementation and grandfathering current employees.

VIII. Information Issues

- a) Inside CC Groups – CC College Council – Presentation (Michael Campbell) – Michael Campbell conducted an Inside CC “Groups” demonstration for CC College Council, where College Council members may view and retrieve College Council minutes, agendas, materials, etc. prior to the meeting.

IX. Standing Committee Reports

- a) Institutional Effectiveness Committee (IEC)-(Sub Committee of College Council)
 - Committee charge/composition – A copy of the IEC committee charge/composition was distributed for review and feedback. Dr. Marvin reviewed the revised IEC Committee DRAFT charge and composition to College Council for feedback.
 - Annual Unit Plan Template (AUP) – a copy of the AUP was distributed and reviewed for feedback. Dr. Marvin reviewed the AUP template with the College Council.
 - Master List of Annual Unit Plans and Persons Responsible – A copy of the Annual Unit Plans Master List for Responsible persons was distributed for review and feedback. Dr. Marvin reviewed the AUP with position responsibility. A review of Master List will be conducted once a year.

Action Item: *Jill and Gale review the bookstore agreement with Barnes & Nobles to see if the bookstore requires submittal of an annual unit plan.*

Master List of Program Reviews and Persons Responsible – A copy of the Master List of Program Reviews and Responsible Person was distributed for review and feedback.

- b) Technology Resource Team (Michael Campbell) – Michael Campbell asked, “What is College Council’s expectation of TRT?”

Action Item: *Michael Campbell was tasked with developing recommendations for a change to TRT mission.*

X. Future Meeting Dates

- a) Next Meeting – **October 20, 2011**, 2:00 PM
- b) Schedule
 - October 20, 2011
 - November 3, 2011



December 8, 2011
January 26, 2012
February 23, 2012
March 29, 2012
April 26, 2012
May 10, 2012
June 7, 2012

XI. Future Agenda Items and Review of Action Items of Current Meeting

XII. Adjournment

The meeting adjourned at 5:10 PM.