College Council Meeting Minutes
April 9, 2012

MEMBERS PRESENT:  Gari Browning  
                    Jim Wright  
                    Eddie West  
                    Ralph DeUnamuno  
                    Peggy Kauffman  
                    Dave Schurtz  
                    Joanne Schultz  
                    Stephanie Ramos  
                    Tim Roberts  
                    Kathleen Schoenecker  
                    Genie Gertz  
                    Shairon Zingsheim  
                    Leta Stagnaro  
                    Nandar Lin  
                    Nabeel Naqvi  
                    Stephanie Pintello

MEMBERS ABSENT:  Scott Thomason  
                  Bruce Griffin  
                  Alison Kuehner  
                  Matt O’Donnell  
                  Ron Travenick  
                  Tom Harchous  
                  Sally Scofield

OPEN MEETING:

1. College Council Meeting Minutes
   • Approval of College Council minutes: March 26, 2012

      MOTION: Moved/Schultz; Second/Schurtz: Passed as amended to approve the March 26, 2012
               meeting minutes, as amended.

2. Introduction of New Administrators
   • Director of Purchasing, Alex Lebedeff
   • Director of Facilities, Thomas Moore
   • Exec Director of Foundation, Susan Houghton
   • VP of Administrative Services, Ron Little (not present)

3. Board Meeting Update
   • Next Board meeting coming up on Wednesday, 4:00 p.m. start time. Item of note is
     groundbreaking (weather permitting), for solar installation in Fremont. First Measure G project.

4. Approval of Strategic Objectives
   • Jim Wright review of summary document.
   • Annual process; finalize assessment at Council retreat. Document includes all goals, objectives, assessment
     points. Archive will build over time.
   • Number of recommended changes to wording of objectives; deleted some objectives, and at least one addition.
   • Need to approve/endorse so document can be brought forward to Board. Assessment
     summaries sent to Jim Wright; suggestions came from work groups. Changes more clearly set
benchmarks & targets, some changes modified date of completion, some were clarifications of wording. One added to international/multi-cultural (broke down one objective into two). Some objectives were holdovers from last plan; some removed.

- Yearly assessment for mission/vision statement -- this assessment speaks to accreditation requirement. Requirement is every four years, but decided to complete review annually.

**MOTION:** Moved/Schultz; Second/Schoenecker: **Passed** to endorse changes to strategic objectives document.

5. President’s Process Assessment Committee (PAC) Update

- Planning process where program review is central and linked to resource allocation. Responded to July 2, 2008 accreditation recommendation. Process Assessment Committee (PAC) assembled to review existing processes, made recommendations which were implemented and reported to commission.
- PIO process linked to resources, updated with mid-term report to the commission a year ago. Preparing to complete self-study next year, good time to do assessment of planning & program review changes put into place three years ago.
- PAC used by President to complete various assessments related to accreditation standards.
- Over next month, will complete systematic review of program review (mostly online) and deliver report to Council at retreat in August. Good foundation for moving forward with self-study.

6. Proposed Council By-Laws Changes

- Review of draft proposed changes to Council by-laws sections 4 (d, e, and f).
- Question regarding election of co-chair and timing. What's the harm of having a larger group (incoming and outgoing Council members) vote on the Chair? New, incoming members might not know enough to vote for new Co-chair and outgoing members won’t be impacted.
- Question: What if no one wants to be co-chair? Can't describe every possible scenario in by-laws, but by shortening co-chair requirement to one semester, helps flexibility.
- Question: Is the language allowing for someone who used to serve on College Council to be brought back to serve as co-chair? Yes. You can have served previously. Question: So, if you served two years ago for example, and served a semester, you can be considered for co-chair? Yes.
- The first semester of service as a councilmember or Co-chair is the biggest learning curve.

**MOTION:** Moved/ Schoenecker; Second/ Naqvi: **Passed** to approve amended language for Council by-laws sections 4d, 4e, and 4f.

7. Approval of Council Sub-committee Reporting Schedule

- Review of Council Retreat meeting notes from August, 2011.
- Appropriate intervals reviewed at last Council retreat. Vote to agree on timing of reporting back from Committees that report to Council. Review of list.
- Question: Regarding Program Improvement Objectives (PIO) Committee, when does that report actually come to Council? Council does not recommend PIOs. Order is PIO to RAT to Dr. Browning. Coordinate carefully regarding reporting.
  - Question: Is there a regular reporting out that PIO committee should provide to Council? Don't think so, since such a short period of time for review. Maybe report out top 20 PIO items.
  - PIO committee not like other committees.
  - Question: Would PIOs then be brought to Council by Dr. Browning? Would be a good part of the sequence.
o Last October, Schoenecker brought rubric. Don’t have a role for Council in that sequence right now. If there is a need to bring to Council, sooner is better.
o PAC is where committee work and process review takes place. PAC doesn’t approve anything; assess and make recommendations to Council and the President.
o Council is looking at goals/objectives; PIOs designed to be part of that review. Active role in approving? Might be in the spirit of the information loop for Council to at least hear what PIOs are moving forward. Makes sense.
o Council as good venue to reporting out. Does Council want to see PIO list before going to President? Will slow down process.
o For today’s purposes, hold off on schedule of PIOs (reporting out), and approve the rest.
o Want PIO reporting to show up somewhere, but will decide letter, refining.
o President gets PIOs on May 15; decides by June 30th.
o After PIO committee takes list down to 20, they go to President. When PIO committee completes selection of top 20 items, brings list to Council for information only.

MOTION: Moved/Schultz; Second/ Schoenecker: Passed to approve committee reporting schedule as amended.

8. Continuing College Council Membership
   • Council Co-chair reminder for Council members to e-mail their intentions to step down or continue service. Notify Tim Roberts to confirm your membership status.
   • As mentioned in Council by-laws, length of service (in years) is determined by each constituent group.
   • ASOC confirms they will be sending two new representatives. Likely to be the case each year.

9. Suggestions for future topics
   • Top 20 PIOs report
   • Tech Committee report

ADJOURNED: 4:10 p.m.

   • Future Meetings
     (3:00 – 4:30 p.m. in Room 7101 on the following dates, unless otherwise noted):

     Spring Semester Meetings
     April 23 / May 14

     Summer/Fall Semester Meetings
     June 11, July 16, August 6
     **Wednesday, August 22 (Retreat)**

     September 10, 24
     October 8, 22
     November 5, 26
     December 10