

February 12, 2026
AC 229 Kentfield Campus

Present: Jonathan Eldridge, Dana Emerson, Mia Robertshaw, Maria Coulson (Academic Senate), Dave King (Academic Senate), Cara Kreit (Academic Senate), Sally Wong (Classified Senate), Brier Welch (Classified Senate), Lauren Amundson (Classified Senate), Emily Cardwell (ASCOM), Gary Gonser (ESCOM), and Mici Benét

Absent: Arthur Hu (ASCOM), Alvaro Rodrigues (ASCOM)

The meeting was called to order at 3:00 p.m.

Discussion: Due to spring semester class conflicts, Student Trustee Emily Cardwell will represent ASCOM on behalf of President Arthur Hu (ASCOM) and Vice President Alvaro Rodrigues (ASCOM).

1. **Agenda** – The Council approved the meeting agenda, noting that Emily Cardwell will take ASCOM’s seat at College Council meetings. Future agendas will reflect this adjustment.
2. **Minutes** – The November 15, 2025, meeting minutes were unanimously approved.
3. **President’s Report**
Introductions
Introductions were made to Emily Cardwell.

Participatory Governance

President Eldridge noted that the PGS Flex Week session was successful, with strong engagement. GRC Chair Dave King will provide a full debrief from compiled feedback, and future opportunities will focus on strengthening the PGS plan.

Dave King also shared that Steve Carrera has drafted proposed changes to the IVC pool rental procedures. Vice President Eresa Puch will meet with the FSCP to clarify roles and responsibilities. Related discussions on BP/AP 6700 are underway, including within Kinesiology and Athletics, and Mici will continue to ensure the policy is routed through the appropriate review process.

General Counsel Mia Robertshaw emphasized that facilities use is an operational function, particularly given the pool’s high public use. She underscored the administration of health and safety measures, adequate staffing, and liability

mitigation. PGS involvement is only necessary when changes in the administrative procedure are required, and with limitations.

The Program Review Working Group is redesigning its template and processes. Ongoing challenges with communication, transparency, and follow-up involving PRAC were noted. The group agreed that program review and resource allocation must function effectively, with PRAC serving as the coordinating body. The GRIT committee is also reviewing the broader program review cycle. President Eldridge reiterated the goal of aligning all related processes.

Dave King will continue evaluating the program review process. Vice President Dana Emerson emphasized that the committee's role ensuring connection between planning and resource recommendations, not allocation decisions, and highlighted the importance of integrating program review with the budget development process.

Measure B Financials

Vice President of Finance and Operations Eresa Puch [reported](#) on the status of Bond projects and the remaining \$10.9 million in bond funds, with \$10.5 million available for reallocation. An upcoming meeting on February 25th will focus on plans for Building 12, the future Student Center at the Indian Valley Campus.

4. **Board Policies and Administrative Procedures**

Discussion: Academic Senate President Maria Coulson asked whether the *AP 7400 Travel* food per diem is sufficient. The group discussed varying per diem practices across districts and the reasons for these inconsistencies. President Eldridge noted that auditors and accounting standards guide district procedures. Vice President Puch will review the per diem amounts. Receipts will continue to be required, and a receipt-loss process is already in place.

Mici will send the procedure to Vice President Puch for further review, including evaluation of per diem escalators. The committee approved *AP 7400 Travel* in the meantime.

AP 7160 Professional Development was pulled from the approval list and will be routed to the Academic Senate because the faculty-related elements of this procedure are included in 10+1.

Policy and Procedure Review: To the extent that a BP/AP is in a constituent group's purview, the College Council unanimously recommended that the following policy

and procedures be forwarded to the Board of Trustees for a first read and as information items, respectively:

- *BP Smoke-Free Campus Environment*
- *AP 3570 Smoke-Free Campus Environment*
- *AP 3920 Communication with the Public*
- *AP 7120 Employment Recruitment*
- ~~*AP 7160 Professional Development*~~
- *AP 7211 Faculty Service Areas Minimum Quals and Equivalencies*
- *AP 7212 Temporary Faculty*
- *AP 7400 Travel*

Ongoing: Chapter 3 policies and procedures with no legal updates are under review by administrators as part of the regular six-year review cycle. This work is in conjunction with the CCLC 46 and CCLC 47 reviews and revisions underway.

5. **Board of Trustees**

The Council reviewed the draft organizational and regular board meeting agenda for February 17, 2026, in the Center for Student Success (CSS 200), at the Kentfield campus.

A question was raised about the resignation incentive, specifically regarding instructional continuity, distance education assignments, and how the Academic Senate will be informed about participants. The deadline has now passed, and those who opted to take the incentive at the deadline will be listed in the upcoming Board meeting materials. Human Resources and Fiscal Services will compile the finalized list for planning purposes.

6. **Constituent Reports**

Academic Senate

Academic Senate Vice President David King reported on instructional technology recommendations, including the need for a group to review licensing practices and ensure compliance with SB 707. The Senate discussed whether to form a task force or a formal committee, with President Maria Coulson noting that determining the appropriate structure is the first step. All work will be done collaboratively with the administration and aligned with Distance Education guidance.

The Senate also received updates on IT leadership, including the start date of the new IT Director on March 2, and a presentation of Plan 2030 by Holley Shafer, Director of Planning, Research and Institutional Effectiveness, emphasizing long-term planning. Maria noted that the Senate passed a February 12 resolution

outlining the 10+1 areas, with additional clarification provided regarding faculty responsibilities under the 10+1.

Classified Senate

Classified Senate (CS) President Sally Wong's full report can be found [here](#). She reported on the start of semester Wayfinding and the Center for Student Success opening event. Classified Senate Tea Times are on February 24 (IVC) and February 25 (KTD). The Book Club is reading *Audition* by Katie Kitamura. Classified Senate participated in HR's "HR Huddle," and Caring Campus launched a nomination form for "Caring Campus Champion" recognition. The See's Candies fundraiser runs through March 20.

ASCOM

Student Trustee Emily Cardwell reported that the hot cocoa and welcome-week activities were well received. The Center for Student Success ribbon-cutting event went very well, and she enjoyed giving passport stamps to those who visited stations throughout CSS. Students especially appreciated the availability of the new location for the basic needs office. The Club Fest in the cafeteria was well attended, generating strong interest in activating new clubs.

ESCOM

ESCOM President Gary Gonser reported that ESCOM received a \$10,000 grant from Senior Planet and AT&T to support senior training programs, with AT&T's short vignettes helping collect feedback for AI-assisted analysis. ESCOM continues to offer healthy-aging activities, including computer lectures, podcast-creation support, Canva workshops, and a variety of monthly events featuring guest authors.

The full list of recent and upcoming ESCOM activities and events may be found [here](#).

7. Meeting Wrap Up

Mici will pull *AP 7160 Professional Development* to route to the Academic Senate. While *AP 7400 Travel* has been approved, Vice President Puch will review the current meal per diem. Vice President Puch will meet with the FSCP, while *BP/AP 6700 Facilities* is under review. Changes to the policy, if any, will be appropriately routed through the PGS review process.

8. Meeting Schedule:

The next meeting will be on March 5.

9. **Adjourn Meeting** – The meeting adjourned at 4:08 p.m.

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