

**December 12, 2019**

Academic Center, Room 303, KTD

Present: Jonathan Eldridge, Greg Nelson, Isidro Farias, Peggy Dodge, Maridel Barr, Valerie M., Marian Mermel, Luanne Mullen, Hellen Sigaran (student rep); Fernando Sanchez Lopez (student rep); Micö! Benèt (Mici)

Absent: David Wain Coon, Karen Robinson, Meg Pasquel

The meeting was called to order at 3:02 p.m. by Vice President Jonathan Eldridge, who chaired the College Council in the absence of Superintendent/President Coon, who was at a Marin Promise meeting.

1. **Agenda** –The agenda was approved by consensus, after a minor change to an agenda item. *GRIT's* Discontinuance Policy was corrected to *GRC's* Discontinuance Policy.
2. **Minutes** - The minutes of the October 10, 2019 and November 10, 2019 meeting were approved.
3. **President's Report**

End of Year

Vice President of Student Learning and Success, Jonathan Eldridge, summarized the College's many achievements in 2019. He also pointed out that the year 2020 brings College of Marin 6 years closer to its Centennial celebration. He then synopsised the many events of the Fall 2019 semester as well as progress on capital projects.

Capital Projects Update

Vice President of Administrative Services, Greg Nelson, provided an update on the following: progress of the merger of the Reading and Writing Lab into the portables; the Extended Opportunity Programs and Services (EOPS) and CalWorks move; the planned Maintenance and Operations move for April; Fusselman Hall's water proofing and seismic retrofitting scheduled to begin; and the anticipated stages of the Learning Resource Center (LRC) moves.

LRC Moves

Vice President Eldridge gave the Council a schedule of move dates for those currently located in LRC along with new locations (see attached). The Reading and Writing Lab merger will allow the labs to operate as an integrated whole that provides extended hours for students. Also, if the demolition schedule remains on track, more summer sessions will be scheduled at the Indian Valley campus to minimize disruption to the students.

Luanne and Marian separately thanked Isidro and Monica for facilitating a smooth and seamless transition for ESCOM's move to their new location, in the Student Services building.

**4. Board Policies & Administrative Procedures**

GRC's Discontinuance Policy

Peggy Dodge provided an update on the Governance Review Council (GRC), its Discontinuance Policy and explained how the GRC oversees committees. After review of College of Marin's committees, the GRC discovered several discontinued committees. This led to the creation of a draft policy in order for the Academic Senate to follow a consistent process for the discontinuance or reformation of committees.

Peggy presented the policy, in draft form, to the College Council, in its finalization/formation stages (*see attached*). The Council then discussed the policy and provided feedback about possible limitations of only allowing certain groups to initiate the process of discontinuance or reformation of committees. The Academic Senate will take the feedback into consideration.

*Action Item:* Vice President Eldridge will bring the draft GRC Discontinuance Policy to the Planning and Resource Allocation Committee (PRAC) for review.

*Action Item:* College Council members will review the draft GRC Discontinuance Policy more closely and submit any suggestions to Meg for the Academic Senate's consideration.

Tracking Policy Changes

Due to questions that arose in the October 10, 2019 College Council meeting, Micöi Benèt (Mici) explained that after consulting with the College Council League of California (CCLC), and other college administrators who are tasked with keeping policies and procedures up to date, that the Microsoft "track changes" feature is strongly discouraged. Avoiding the Microsoft "track changes" during Administrative Procedure (AP) review is consistent with her predecessor Kathy Joyner's methods.

However, for clarity in version control issues, when policies and procedures are under review by multiple governing bodies and individuals simultaneously, there needs to be a reminder regarding a consistent, uniform method of tracking changes.

*Action Item:* Moving forward in 2020, Mici shall create clear and simple instructions for recommending changes to policies (for the Board of Trustees) and procedures for the senates, departments and administration.

Announce Upcoming APs for February Meeting

Mici announced that several APs, from the most recent CCLC Legal Update, will be presented to the Council in February of 2020. The Council was also advised to anticipate significant legal updates in April/May of 2020.

The Council was informed that AP 4105 (Distance Education) expected to have changes approved by Academic Senate.

*Action Item:* Mici to obtain AP 4105 with AS recommended changes before the next meeting, if available.

**5. Board of Trustees**

VP Eldridge reviewed the December 17, 2019 Board Meeting agenda with the Council, which included the annual Organizational meeting, rotation of officers, and introduction of new Directors and a faculty member.

**6. Constituent Reports**

Classified Senate

Maridel updated the Council on her debrief with Superintendent/President Coon and Lucca, regarding the Classified's Halloween fundraiser. Overall the feedback was very positive. However, a key area to address for next year's event will be to have a sign at the ticket table that informs students about the separate free food. There was some confusion about this and some students did not attend the event because they thought they had to pay.

Other updates included that there have been some key changes to the Classified board beginning with the resignation of the treasurer; Kim Foulger will serve as the interim treasurer; the 2020 Calendar of Events is in the planning phase and awaits PRAC feedback; and Cara Kreit will speak at the Professional Learning Day about the Classified Senate revitalization efforts.

Academic Senate

Peggy reported that United Professors of Marin (UPM) is in contract negotiations and that evaluation procedures fall under the 10 +1. UPM is consulting with the Academic Senate (AS) and subsequently the AS is engaging in robust dialogue about issues such as sabbatical leave. While sabbatical funding is negotiated between the UPM and the District, without AS interference, the AS feels the content of the proposal should be in its purview.

ASCOM

Helen reported that finals week has been extremely busy. Fernando described end of semester events for students that included handing out free test supplies, such as blue books, scantrons, and pencils, outside of the LRC during finals week. ASCOM has been

busy planning a student retreat to explore the U.S. Constitution, in the Spring 2020 semester, before the elections. Other activities are in the planning phase and will take place in the Student Services Quad, outside the cafeteria. Fernando announced that the vacant student position was filled by Oliver Reyes, who works with the technology department. Lastly, current semester peer evaluations are underway.

#### ESCOM

Luanne reported that the December 7, 2019 ESCOM holiday party, at St. John's Parish Hall, located in Ross, was a tremendous success. Even though it took place during one of the heaviest rain storms of the year, over 100 people attended the event, along with Trustees Long and Conti.

Upcoming Author series include "The Creative Spark" by Michael Shapiro, and "Elderhood" by Louise Aronson. Finally, ESCOM reported that they will hold a retreat and visioning session in January of 2020.

#### **7. Meeting Wrap Up**

- Mici will present Administrative Procedures in the next meeting.
- Academic Senate will provide AP 4105 recommended changes before the next meeting, if available.
- Vice President Eldridge will bring the draft GRC Discontinuance Policy to the Planning and Resource Allocation Committee (PRAC) for review.
- College Council members will review the draft GRC Discontinuance Policy more closely and submit any suggestions to Meg for the Academic Senate's consideration.

**8. Meeting Schedule:** Next Meeting will be in February (02/13/2020).

**9. Adjourn Meeting** – Meeting was adjourned at 3:54 p.m.