

**February 16, 2017, 3:00 p.m.**  
Academic Center, Room 303, KTD

**Present:** Kelley Gaffney, Meg Pasquel, Becky Brown, Patricia Seery, Amy Diaz, Mercedes Sosa Cordero, Lindsey Bacigalupi, Christina Leimer, Greg Nelson, Jonathan Eldridge, Kathy Joyner

**Absent:** David Wain Coon, Paul Wilson, Monica Rudolph, Darlene Baten, Eric Sitzenstatter; Greg Nelson

**Guests:** None

1. **Agenda** – Since Greg Nelson was not able to attend the meeting the Storm Review and Summer Project items were removed from the agenda. The agenda was approved by consensus.
2. **Minutes** - The minutes of the December 1, 2016 meeting were approved by consensus.
3. **President's Report**  
**ACCJC Site Visit Overview** – Christina Leimer reviewed the details of the upcoming site visit. She encouraged individuals to review sections of the ISER that relate to their work at the college and to be familiar with the charges of committees they serve on in preparation for the visit and potential interviews. She also encouraged individuals to attend the opening session on March 6 at 12:30 p.m. in the James Dunn Theatre, one of the community forums scheduled at Kentfield on March 7 at 3:00 in Deedy Lounge or at IVC at 5:30 on the same day, and the exit session at 12:30 p.m. in the James Dunn Theatre on March 9. Mock interviews have been occurring with different groups on campus to prepare for the visit. She noted that the team should have a basic draft by the time they leave and that we will not hear results until after the commission meets in June.

**Storm Review** – Pulled

**Summer Projects** – Pulled

4. **Board Policies and Procedures** –

**The following BP/APs were approved to move forward to the Board of Trustees:**

BP/AP 3200 Accreditation (10 + 1)

AP 3900 Speech: Time, Place and Manner (10 + 1)

BP 4020 Program, Curriculum, & Course Development (10 + 1)

AP 5011 Admission of High School Students and Other Young Students (10 + 1)– This version completely replaces the current version. It was approved by the Academic Senate this afternoon, with some additional editorial changes. Those changes will be incorporated into the version that is presented to the Board of Trustees on February 21. It was also noted that the classified and student senates had not received this administrative procedure. It will be forwarded to these groups for review and further discussion if required.

BP 5040 Student Records and Directory Information (10 + 1) – This procedure was revised by the Board of Trustees in January 2017, however, additional changes are recommended by staff and the academic senate. There was discussion about the appropriateness of leaving “level of education” and “academic majors” in the directory information as this is information that we use often and in the graduation program.

**The following BP/APs are still under review:**

BP/AP 3550 Drug & Alcohol Free Environment Program – Academic Senate is still reviewing these. Classified senate had a question on the AP related to employee orientation, which will be forwarded to the Human Resources office for follow-up.

BP 4050 Articulation (10 + 1)

BP/AP 5140 Disabled Students Programs and Services

BP 5500 Standards of Conduct

5. **Board of Trustees Meeting** – Vice President Eldridge reviewed the February 21, 2017 Board agenda. During the study session Trustees will discuss Board compensation, support of immigrant students and process and logistics related to Measure B projects. During the CEO report, there will be a brief update on the Accreditation visit, the new Chief of Police will be sworn in and there will be reports in the Student Success area. There will also be a discussion about an endowment for Community Education.

6. **Constituent Reports**

Student Senate – Amy reported on a number of recent events that have been sponsored by ASCOM such as healthy relationships, the Muslim Student Association event, and building leaders for a better tomorrow. There will be free tax preparation services for students on February 25. Mercedes, recently elected to Vice President of ASCOM is working with Marco Gonzalez to support students in their first semester. The students are also promoting the two Drama productions, You’re a Good Man Charlie Brown and Maple and Vine. It was noted that the students are doing a great job this year.

Meg commented that she thought it would be a great idea to put up an inclusion banner at the college. Jon noted that there was a discussion about this in cabinet week and lots of ideas were discussed.

Academic Senate – Meg reported that the senate has been working on the policies and procedures on the agenda today and others including technology.

Classified Senate – Lindsey noted that the Senate has been working on the classified professional development day scheduled for February 24 and that notice will be going out to all classified employees to attend. They also participated in a mock interview for the upcoming ACCJC visit.

7. Meeting Wrap-Up Items for follow-up or next agenda:

**Next Meeting:**

BP/AP 3550 Drug & Alcohol Free Environment Plan

BP 4050 Articulation

AP 5011 Admission of High School and Other Young Students (Classified / Student input)

BP/AP 5140 Disabled Students and Director Information

BP 5500 Standards of Student Conduct

Training Topics

Summer Work Plan

8. Next Meeting – The next meeting is scheduled for March 9, 2017, 3:00 p.m.
9. Adjourn Meeting – Meeting was adjourned.

Approved March 9, 2017