

November 29, 2018

Academic Center, Room 303, KTD

Present: David Wain Coon, Meg Pasquel, Peggy Dodge, Karen Robinson, Kim Foulger, Maridel Barr, Liam Campbell, Hellen Sigaran, Luanne Mullen, Christina Leimer, Isidro Farias, Kathy Joyner

Absent: Jonathan Eldridge, Greg Nelson, Monica Applegate

Guests: Marian Mermel

1. **Agenda** –The agenda was approved by consensus. BP 6330 Purchasing was sent to senates for review, but inadvertently left off the agenda.
2. **Minutes** - The minutes of the November 8, 2018 meeting approved by consensus.

3. **President's Report**

Capital Projects Update: Isidro provided an update on the Measure B current and upcoming projects reviewing which projects were currently under construction, those in design and anticipated start and completion dates. The trailers at IVC will be moved to Kentfield for the LRC project staging after the Pomo project is completed. Planning meetings with core staff will be scheduled in January to discuss the LRC staging process and schedule. Delays with the roofing and field projects occurred as a result of the smoke issues and rain. There were questions and discussion about the Pomo labs and a request to be informed of which groups/faculty members were engaged in the space development discussions related to those labs.

Fire Closures: Dr. Coon noted that he will be meeting with his staff to debrief on recent closure due to air quality and to discuss some of the concerns he received from students and others. He noted that the College was in communication with MCOE, K-12 districts, Dominican, the sheriff's department and the health department, receiving updates and information throughout the day leading up to the closure as well as over the weekend prior to re-opening, and throughout the day on Monday. The decision to close the campus was made when the air quality numbers were very high and projected to increase the following day. There was discussion about the symptoms and fatigue experienced by employees and students; the need to develop a policy that defines the level of air quality that would prompt a closure; that individuals should always make their own decisions based on their specific health needs and/or symptoms; reporting issues such as fans bringing smoke into buildings; whether there are state regulations related to closures; and the differences between K-12 and colleges in these situations. Dr. Coon shared the website where air quality can be monitored per area (AIRNOW.gov).

- **Board Policies & Procedures**

Kathy reported that she had sent a number of Board Policies/Administrative procedures earlier in the week and that there was not much time for review. Members also were notified earlier in the week that additional revisions were made to AP 3518 Child Abuse reporting and the revised document provided via the website. BP/AP 4111 Posthumous Degrees was approved by the Academic Senate and will move on the Board of Trustees. Classified senate made a change to AP 7120 Employment Recruitment. Kathy will update and sent out those revisions with any other revisions when the AP is ready for approval. No action was taken on the remaining items.

The council approved the following BP/APs for forwarding to the Board of Trustees for review/approval and information:

- BP/AP 4111 Posthumous Degrees (10 + 1)

The following BP/APs will be reviewed and will be on the next agenda for discussion and/or action.

- AP 3518 Child Abuse Reporting (Aug)
- AP 7120 Employment Recruitment (10 + 1) (Aug)
- AP 3050 Institutional Code of Ethics (Nov)
- BP/AP 3505 Emergency Operations Plan (Nov)
- BP/AP 5300 Student Equity (10 + 1) (Nov)
- AP 6330 Purchasing (Nov)
- BP/AP 6340 Bids and Contracts (Nov)
- AP 6350 Contracts – Construction (Nov)
- AP 6400 Audits (Nov)
- AP 6500 Property Management (Nov)
- BP/AP 6550 Disposal of District Personal Property

4. **Board of Trustees**

Dr. Coon reviewed the draft agenda for the December meeting noting that the meeting scheduled for December 4 will be “continued” to December 11 because the election has not yet been certified. A short study session will take place at 5:30 p.m. to finalize the Board Self-Evaluation. The annual organizational meeting will begin at 6:30 p.m. with the elected trustees taking the oath of office, rotation of Board officers, and review/approval of the 2019 meeting schedule. After a short reception, the regular meeting will begin.

6. **Constituent Reports**

ESCOM – Luanne reported that the end of year party will be held on December 1 at St. Johns. She noted that they have 2 more council members, but they are still in need of a recording secretary. They are very excited about the upcoming author series and have

selected the authors. Marian thanked Dr. Coon for updating them on the funds and bequests left to the College by emeritus members. A copy of her comments is attached to the minutes.

ASCOM – Hellen reported on recent student events including recycling day, the Not in Our Town walkout against hate, and a film screening of Walking in Oak Creek. The events were informative and well attended. Students are being encouraged to take care of themselves and practice stress-relieving techniques during finals. The library has opened for extended hours and ASCOM will be hosting a hot cocoa day, as well as providing supplies and snacks for students. There was a discussion about “dead week” and comments from faculty that there is not a dead week and perhaps it could be called “study week.”

Academic Senate – Meg reported that they continue to work on BP/APs. Curriculum committee will be chaired by Gina Cullen and they are discussing changes to the committee. Meg encouraged students to take advantage of the late library hours and resources available in the transfer center and during faculty office hours to help them prepare for finals. She requested clarification on which faculty members were part of the IVC lab discussions.

Classified Senate: Kim reported that Klaus Christensen will be speaking to them next week about zero Marin. They are planning a breakfast for enrollment services for winning the best group costume contest at the Halloween party. They are also working with Shook to update their website.

7. Meeting Wrap Up -

- Meg noted that Lisa Morse is giving the HUM 101 students first crack at the TedX tickets for the food-oriented event.
- Dr. Coon reminded everyone of the employee holiday party on Dec 12
- BP/AP 4111 Posthumous Degree approved. All others on agenda will be reviewed for the next meeting.
- Meeting Schedule
 - The meetings will be scheduled based on the approval of the 2019 Board meeting schedule.

9. Adjourn Meeting – Meeting was adjourned.

Approved: 2/7/2019