

September 15, 2016, 3:00 p.m.
Academic Center, Room 303, KTD

Present: Jonathan Eldridge, Sara McKinnon, Meg Pasquel, Becky Brown, Patricia Seery, Kim Foulger, Lindsey Bacigalupi, Amy Diaz, Jessica Sanchez, Darlene Baten, Jonathan Eldridge, Greg Nelson, Christina Leimer, Kathy Joyner

Absent: David Wain Coon, Paul Wilson, Monica Rudolph, Marlene Knox, Dick Park, Keli Gaffney

Guests: Tim Haley and Ellen Hooper

1. **Agenda** - *The agenda was approved by consensus.*
2. **Minutes** - *The minutes from the April 7, 2016 and the May 12, 2016 meetings were approved by consensus.*
3. **President's Report**
Vice President Eldridge chaired the meeting in Dr. Coon's absence and asked the committee members to introduce themselves. Vice President Eldridge gave a description of the committee charge as an advisory group to the Superintendent/President and communication vehicle between constituent groups through participatory governance. Members were provided with the committee charge as defined in the Participatory Governance System.
4. **Facilities Master Plan** – *Because most of the council members had already participated in the Facilities Master Plan forums, Vice President Nelson provided details of recent changes that have been incorporated based on forum feedback. In Kentfield, the PE footprint has been consolidated, and now includes an outdoor teaching space with turf where the existing tennis courts are located. 4 new tennis courts will be added in an area that is currently gravel. In an attempt to keep the facility more secure, a perimeter fence will be installed. A fire sprinkler system will be added to the gymnasium. Other changes include a road for access to the new M&O space, which will also provide fire road access for Grover school, and new outside restrooms that will serve the fields. Kim commented that Classified Senate members had concerns about whether the new M&O space would create a hazard condition due to the location next to the creek, whether the new space was large enough, and concerns with the road and foot traffic safety. Mr. Nelson noted that the new building would have to be built to code and would address any potential hazardous material issues, that the space encompasses 4 acres and will accommodate M & O, vehicles and equipment, Campus Police and potentially the print shop and that a blinking warning light, such as those used for crosswalks, will be installed to alert pedestrians to traffic. The existing storage containers will be moved and a berm installed as required by the County for flood control. At IVC, child care will be moved to building 18 which will accommodate the program better and allow easier access for drop off and pick up of children. Building 12 will be modified into a student center which includes a kitchen space and study rooms. There will be a new pool and locker/shower building. The old pool will be filled in and will be the site for tennis courts, bocce ball and volley ball. There will also be an outdoor teaching space added. The old locker/shower building will be gutted to accommodate a fitness center. Accessible parking will be added between buildings. A full-campus tree study will be completed for the full property to identify dead trees for removal which are a fire hazard.*

5. **BP/AP Review Process** –*Kathy commented that the College does not have a regular systematic review process for Board Policies and Administrative Procedures. While many policies and procedures are reviewed and modified as a result of CCLC legal/recommended changes or at the request of a senate or department, many have not been reviewed since the full review and revision project that occurred starting in 2007. An option from CCLC is to review specific chapters each year. While this option seems reasonable, it is often difficult to stay on track and easy to fall behind. Kathy asked members to bring this topic up with their constituent groups to discuss ideas on how we might implement a review system. She suggested taking a look at BPs or APs that individuals reference frequently to check the last review date and see if there is information that should be updated. Getting this information out will help get people thinking about it and will help with the process until we can determine what review system might work for the College.*
6. **Board Policies and Procedures** – *APs 4022 Program Revitalization and 4105 Distance Education were provided as information from the Academic Senate. Kathy asked that members bring BP/APs 3900 Speech, Time, Place, Manner, BP/AP 6200 Budget Preparation, BP/AP 6250 Budget Management and AP 6251 Reserve Fund Management to their constituent groups for review and comment. She noted that the College recently received correspondence that we are out of compliance with BP/AP 3900. CCLC legal changes have been incorporated into BP/AP 3900 and review is needed to either update the language related to where these activities occur or select Option 2 (as noted on the AP) which should have legal review according to CCLC. Greg commented to the Budget BPs/APs noting that we are defining our reserve level and adding an administrative procedure to define management of three reserves, the unrestricted fund reserve, capital maintenance and equipment reserve and 2016 Measure B reserve. A defined reserve level will help us to achieve the best credit rating, which will result in savings to taxpayers for the bond. The Board is required to review the reserves annually and can only move funds by Board action by a two-thirds vote. Kathy asked for approval on BP/AP 6740 Citizens' Bond Oversight Committee stating that there are no recommended changes to the BP and that there is one change related to member terms from CCLC. Both have been reviewed by Greg with no other recommended changes. She asked for approval and that the BP/AP be provided to constituents for information.*

The following BP/APs were approved by consensus:

AP 4022 Program Revitalization (Information)
AP 4105 Distance Education (Information)
BP 6740 Citizens' Bond Oversight Committee (No Change)
AP 6740 Citizens' Bond Oversight Committee (Term Change – CCLC)

The following BP/APs were provided to committee members to review with constituent groups:

BP/AP 3900 Speech: Time, Place, Manner
BP/AP 6200 Budget Preparation
BP/AP 6250 Budget Management
AP 6251 Reserve Fund Management (New)

7. **Board of Trustees Meeting** – *Vice President Eldridge reviewed the agenda for the September 20*

meeting noting that the meeting will start with a study session on the Facilities Master Plan and Measure B related items starting at 2:00 pm at IVC. The CEO report will include an update on accreditation and the IVC Farm.

8. Constituent Reports

ASCOM – Darlene reported that the ASCOM board approved supportive funding for the Puente Project, the drama department, the tutoring center, the student health center and ESCOM. The welcome back BBQ and two student success events were well attended. Amy commented that they are a new Board and enjoyed this meeting as it gives them ideas on how to conduct their meetings.

ESCOM – There was no ESCOM report.

Classified Senate – Kim reported that new officers have been elected and they are looking at ways to share duties and rotate obligations. They are also looking at shortening the term to 6 months which they hope will encourage greater participation. Plans are in the works for the Halloween party which will be held on October 31 between 11:30 and 1:30. VP Eldridge authorized release time on behalf of the President. Looking forward to the staff development day on October 14 from 10 – 2:00.

Academic Senate – Becky reported they had been working on APs 4022 and 4105 as presented this afternoon. Approved revitalization proposals from Environmental Landscaping and to programs ELAN and Business Office Systems. They will be reviewing FLIT next week.

Vice President Eldridge noted that there will be a special event to launch the new Humanities 101 course and there will be open and focused session on December 2 about multiple assessment measures. Vice President Nelson commented on the TedX event happening this weekend, which is sold out and a good opportunity for publicity.

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

Next Meeting:

BP/APs Review Process

Update on AP 6365 Accessibility of Information Technology

BP/APs

10. Next Meeting – The next meeting is scheduled for October 13, 2016 in the Academic Center Conference Room 303.

11. Adjourn Meeting – Meeting was adjourned at 4:10 p.m.