

College Council Chair
Fran Leonard (15)

Academic Senate
Adrienne Foster, PhD
Judy Chow
Laura Peterson
Helen Young
Kevin Considine
(alternate)

Administration
Betsy Regalado
Bob Sprague
Ken Takeda

AFT Classified
Joann Haywood (14)
Sheila Jeter-Williams (14)

AFT Faculty

Richard Olivas (12)
Olga Shewfelt (12)
Bonnie Blustein
(alternate)

ASO
Gabriel Brown (13)

SEIU 721 Stewart
Abel Rodriguez

Teamsters
Rebecca Tillberg

President, Ex-Officio
Nabil Abu-Ghazaleh

College Council Executive
Gabriel Brown
Adrienne Foster
Jo Ann Haywood
Fran Leonard
Olga Shewfelt
Bob Sprague

Standing Committee Chairs Accreditation

Budget
Ken Takeda
Enrollment Management
Betsy Regalado & Ken Lin

Facilities
Ken Takeda
Kevin Considine

Planning
Rebecca Tillberg

Resource Development
Bob Sprague

Technology
Vidya Swaminathan
Bob Sprague

Minutes

September 6, 2012

1:00 PM – 3:00 PM

SSB-414

| Member | Present | Absent |
|----------------------------|---------|--------|
| Gabriel Brown | x | |
| Judy Chow | x | |
| Adrienne Foster | x | |
| Joann Haywood | x | |
| Sheila Jeter-Williams | | X |
| Fran Leonard | x | |
| Richard Olivas | x | |
| Betsy Regalado | x | |
| Abel Rodriguez | x | |
| Olga Shewfelt | x | |
| Bob Sprague | x | |
| Ken Takeda | x | |
| Rebecca Tillberg | x | |
| Standing Com Chairs | | |
| Vidya Swaminathan | | x |
| Alice Taylor | x | |
| Invited Guests | | |
| Mary-Jo Apigo, SLOs | x | |

- I. Call to Order; Fran Leonard called the meeting to order at 1:15 pm Members introduced themselves.
- II. The minutes of August 9, 2012 were approved with Laura Peterson added to attendees for Aug. 9, 2012.
- IV. Action Items – For Consideration, Possible Action
 - A. Ground Rules – The Council looked at suggested ground rules that guide the Student Success Committee meetings and originated with the Summer Think Tank that worked on the Foundation Skills Plan. These guidelines help to move the agenda and will help with an increasingly dense agenda.

The Rules of Operation are:

- Speak to an issue no more than 2 times.
- Have a vision for our “desired” outcomes.
- Be present and committed to the task at hand.
- Listen to new ideas.
- Establish a “parking lot” for any unanswered questions

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- Complete assigned homework after each meeting in preparation for the next meeting.

- If we need to spend more time discussing an issue/item, we will meet more frequently.

- Contribute your valuable input by reading documents, reports, etc. outside of meetings, taking and prioritizing notes, and using meeting time for in-depth discussions.

Olga Shewfelt notes that moving the agenda is a goal, but not at the expense of allowing members to voice their positions.

ACTION: By consensus, the Council endorsed and agreed to conduct its meetings by these Rules of Operation.

B. Recommendations –**1. Technology Committee****a. Adopt, acquire and implement Kentico software**

Fran Leonard distributed a report from Vidya Swaminathan, co-chair of the Technology Committee, which summarized all vendor comparison quotes and capabilities of 3 different Content Management Systems for creating divisional web pages for posting meeting schedules, minutes, agendas. These quotes were distributed at the Task Force meeting of Feb. 14, 2012. Bob Sprague, Tech Committee co-chair, spoke to the recommendation on the content management system. A small Task Force group met this summer to work on the recommendation for the Kentico system which was recommended by the IT Department. IT planned on acquiring Kentico as part of the IT bond fund and this was put on hold. Kentico was recommended to College Council by the Technology Committee in fall 2011 and in spring of this year the Task Force looked at other user groups. A Council member suggested revisiting this recommendation in a month after drafting a procedure to address emergencies that arise outside the established planning timeline. Fran charged the Planning Committee to develop this emergency procedure to revisit and rethink this process.

Olga made a motion to charge the Planning Committee with developing a process to deal with emergency expenditures as they arise outside of the program review process. Having read the report from the Technology task force, College Council members unanimously agreed to adopt, acquire and implement Kentico software. The Technology Committee will assist in identifying user groups that will work with IT to implement Kentico software.

b. IT support for Apple technology users (new)

There was discussion about the District policy to support the college's preferred software system. This may be an Instructional assistant's role to

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provide Mac support to student learning labs. Policy change is subject to review of policy implementation. Then IT would begin to address and plan for what it would

take to provide for Apple technology. Ken Takeda offered to bring a proposal to the next College Council meeting. This recommendation will reappear on the October 4 CC agenda.

2. Co-Chairs – recommendation to establish Standing Committee Co-Chairs

The Council had made this recommendation to the president at its May 3, 2012 meeting. In his June 12, 2012 memo, responding to this recommendation, the president denied the recommendation, citing, “I support the intent of this recommendation but find it lacking in necessary details.” These details include: Which standing committees would be expanded to include co-chairs; the qualifications of the co-chairs, the processes by which they would be selected, and any conditions under which they would serve.

The draft with details addressing such details, dated August 21, 2012, for Standing Committee Co-Chairs was distributed.

There was discussion of voting member of committees. Does a co-chair have a right to vote if conducting the meeting or not?

ACTION: There was consensus from Council members that the co-chair who is not running the meeting can vote. DBC should have two equal co-chairs and they can alternate on chairing the meetings. The co-chair may vote only when needed to break a tie.

C. Planning Committee

a. To merge Program Review & Planning Committee – Rebecca distributed the written recommendation to merge the Planning Committee and the Program Review Committee, along with its purpose and membership.

b. Recharge and rename the Planning Committee

Proposed name changes included Institutional Effectiveness Committee, One member suggested not removing the word “Planning” from the committee and, instead, renaming it the “Planning and Institutional Effectiveness Committee”.

ACTION: To merge the Planning and Program Review Committees and name the new committee, the “Planning and Institutional Effectiveness Committee.”

A Council member made a motion to:

Review the purpose and membership of the Planning and Institutional Effectiveness Committee at the next College Council meeting in October.

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II. President’s Report - President Nabil Abu-Ghazaleh addressed College Council on the master plans:

- Facilities Master Plan
- Human Resources Master Plan
- Technology Master Plan

Rebecca presented an update on Program Review and distributed some draft questions to consider for this fall. She is in the process of reviewing and editing questions and will present to Academic Senate for their review and approval.

The next College Council meeting will be held on Thursday, October 4, 2012, at 1 pm in SSB 414.

The meeting was adjourned at 3:05 pm.

