

College Council Minutes

November 10, 2015

2:00 pm

Room216-217, LTC

College Council Members: Luz Aguirre, Diane Boynton, DJ Singh, Elizabeth Dilkes Mullins, Fred Hochstaedter, Wendy Bates, Scott Gunter, Francisco Tostado, Kevin Haskin, Monika Bell, Paola Gilbert, Larry Walker, Kiran Kamath, Laura Franklin, Stephanie Perkins, Suzanne Ammons, Walter Tribley, Vice President-Admin. Svc., ASMPC Pres. Maria Lopez, ASMPC Rep.

Absent: Suzanne Ammons, Walter Tribley, ASMPC President Maria Lopez.

Guests: LaKisha Bradley, Kim Panis, Robert Bormann, Steve Crow, Susan Kitagawa, Kristin Darken, Mike Midkiff.

1. **Call to order:** The meeting was called to order at 2:05 pm.
2. **Public comments (3 minutes):**
3. **Approve minutes:**
 - a. November 3, 2015: Approval of the minutes was deferred to a future meeting.
4. **Board policies: (1st reading)**

Prior to a discussion of any one board policy, there was some discussion regarding the use of the CCLC templates of board policies. It was acknowledged that the CCLC templates have been vetted by lawyers, and thus legal concerns have been taken into consideration. A suggestion to allow all College Council members to be privy to the CCLC templates was made, as well as a suggestion that College Council establish a clearer process of Board policy and administrative procedure review. Board policy 2410 (CCLC template) may help College Council complete this step.

College Council briefly discussed the following Chapter 3 and Chapter 6 Board policies:

- a. **Chapter 3 – General Institution (1st reading):**
 - i. 3440 Service Animals: Removed the word “or” to include all animals (including service horse).
 - ii. 3500 Campus Safety
 - iii. 3505 Emergency Response Plan
 - iv. 3515 Reporting of Crimes
 - v. 3520 Local Law Enforcement
 - vi. 3530 Weapons on Campus
 - vii. 3810 Claims Against the District
 - viii. 3260 Sustainability: This board policy was shared with the Facilities Committee.
- b. **Chapter 6 – Business and Financial Affairs (1st reading)**
 - i. 6910 Housing
- c. **Chapter 6 – Business and Financial Affairs (2nd reading):**
 - i. 6210 General Fund Reserve (current policy # 2106): Steve Crow introduced this policy, explaining that BP 6210 changes the language of the policy from “The target reserve is 10% of the Unrestricted General Funds” to “The District shall maintain a general fund budgeted reserve of 10% of unrestricted fund adopted budgeted expenditures to provide for economic uncertainties. Expenditures from this reserve require the approval of the Governing Board. The policy shall be reviewed annually.” Given that BP 6210’s subject (a 10% reserve) is

referenced in BP 2106, a concern was raised regarding the potential deletion of BP 2106 if BP 6210 were approved. Assurances were made that because of the comprehensive nature of BP 2106 (Budget Standards and Policy), other aspects of BP 2106 would remain as-is. Fred Hochstaedter made a motion to approve this policy, and Larry Walker seconded. The motion passed with all but one member voting for approval; Paola abstained.

5. Action Items:

a. Classified Positions:

Human Resources Specialist II- new (Susan Kitagawa): This position has been vacant since 2008. Susan described the need for the position, outlining each HR person's responsibilities. Larry Walker made a motion to approve the position, and Kiran Kamath seconded. All approved except for Francisco, who abstained.

6. Information Items/Reports:

- a. **Google Project Update (Mike Midkiff):** Mike Midkiff and Kristin Darken shared information regarding Google Apps (what it is, why use, reliability and security, answers to frequently asked questions, and what to expect as the system becomes live). IT will be providing Google guides to help and assist with training. Information is available at www.mpe.edu/google.

7. Discussion Items:

- a. **College Council bylaws:** Diane briefly discussed potential changes to the bylaws. Bylaws will be further discussed as an action item.
 - i. College Council annual report (Diane): Members were asked to review and comment on the annual report by the next meeting. .
 - ii. Shared governance evaluation (Diane): A request was made for College Council members to consider how best to complete a shared governance evaluation. Ideas should be emailed to Diane.
- b. **College Council communication:** Members agreed that communicating out to the college was difficult, as members represent the institution rather than specific constituencies. We discussed providing more information to such groups as Academic Senate; AAAG, SSAG, and ASAG; and divisions. Members approved of the idea of a College Council newsletter or a monthly report, but recognized challenges of completing such a task on a consistent basis.
- c. **Moving forward with CBT:** College Council Role (Dr. Tribley, Diane, and Stephanie): This item was not discussed at the meeting, as Dr. Tribley was absent.

8. **Next meeting:** November 24, 2015 (future regular recurring schedule—December 8)

9. **Adjournment:** The meeting adjourned at 4:10 pm.