

**COLUMBIA COLLEGE COUNCIL  
RECORD OF MEETING  
February 3, 2012, Manzanita Conference Room**

Committee Members Present: Lonnie Blansit, Nancy Bull, Elissa Creighton, Dennis Gervin, Ryan Hodge (ASCC Representative), Raelene Juarez, Gage Kerrigan (ASCC Representative), Maryl Landess, John Leamy, Joe McLeod (ASCC Representative), Melissa Raby, Stephanie Romero (ASCC Representative), Gary Whitfield

Committee Members Not Present: Leslie Buckalew, Brian DeMoss, Wendy Hesse, Gene Womble

Guest(s): Luisa Adams, Coni Chavez (recorder)

**Discussion Items**

**1. February 10 Retreat Preparation**

In preparation for the Columbia College Council retreat scheduled on February 10, members were informed that the main subject matter would be a continuation of the September 30, 2011 retreat where the discussion focused on the College Goals and how progress toward meeting the Goals might be measured. Members were advised to review the September 30, 2011 College Council Record of Meeting available on the college's website prior to the retreat.

**2. Policies and Procedures Revisions #'s 5040 and 5550**

Coni Chavez reported that the YCCD Policies and Procedures Committee had requested constituent review of proposed changes for board policies 5040-Student Records, Directory Information and Privacy, and 5550-Time, Place & Manner.

- 5040-Student Records, Directory Information and Privacy – The Columbia College Council concurred with all of the proposed changes. The Council did however recommend one additional change revision in section II. C. 1. of the procedure, as noted below:

“1. Upon receipt of a judicial order or lawfully issued subpoena, the Admissions and Records Office notifies the student of the request. ~~If there is no objection from the student, the requested records are released.~~”

5550-Time, Place & Manner – Discussion was held regarding section II. C. of the procedure, “At the Columbia Campus, the area(s) generally available to students and the community is designated,” addressing the question if Columbia College should more specifically designate the areas identified in the Board Policy/Procedure. It was generally agreed that the *Columbia College Guidelines and Procedure for Requesting College for Free Speech*, which is a document maintained at the college level, is adequate and therefore amending II.C. as described above is not needed. However, the Columbia College Council asked Vice President Whitfield to revisit, with the Facilities Committee, the subject of designating free speech bulletin board(s) location(s) on campus.

Further discussion was held regarding section IV.E. of the Procedure:

“E. Persons using the area(s) generally available to students and the community shall not camp and/or erect tents or other structures; lie down on the ground, or lie down on benches; place tarps or sleeping bags or other coverings on the property; store or place personal property on

the ground, benches, sitting areas or walkways which unreasonably interferes with the use of such areas by others.”

The Council requested that feedback be given to the District Policies & Procedures Committee that the recommended language is excessive and too specific, that disallowing many of the activities described therein would be a hardship for families, senior citizens, and, in general, community members we serve who visit the campus; and, that the focus should be on not allowing interference of college business. Therefore, the Council recommended removing the text beginning with “lie” to “walkways.”

### **3. “The Big Picture” – Finding Balance to Sustain in the Future (developing a plan if there are future budget cuts)**

Having had college-wide dialogue regarding this topic since the January 2012 In-Service Day, President Gervin reported that a smaller, focused group is being assembled to discuss potential issues, possible solutions, and facilitate discussions regarding the same with constituents outside of the group. Additional information will be disseminated as it becomes available.

### **4. Other Item(s)**

- Smoking on Campus – it was reported that the Safety Committee will revisit the smoking policy/procedure and its implementation on the Columbia College campus. Columbia College Council members were generally in favor of the Facilities Committee/Safety Committee reexamining this topic.

## **Recommended for Vote**

### **5. Approval of Minutes for January 26, 2012 Meeting of the College Council**

It was moved, seconded (John Leamy/Nancy Bull), and approved that the minutes of the January 26, 2012 College Council meeting be accepted with two corrections: 1. Remove “Retreat” in the title “College Council Retreat”; and 2. Replace “McCleod” with “McLeod” in the Committee Members Present section.

### **6. Key Planning Statements**

After much review and discussion, during the current academic year, regarding the Columbia College key planning statements, Mission, Vision, and Core Values, it was moved (Raelene Juarez) to approve adoption of all key planning statements as revised. There was no second to the motion and further discussion ensued. The Columbia College Council made additional revisions to the key planning statements, as noted below. The motion to adopt all key planning statements, as revised below, was then seconded (Maryl Landess), and unanimously approved.

#### **Columbia College Mission Statement**

Columbia College is a dynamic institution of learners and creative thinkers dedicated to high standards of student success. We prepare students to be fully engaged in an evolving world by offering comprehensive and high quality programs and services. Columbia College is committed to a culture of improvement through measuring student learning across the institution. We strive for excellence, foster a spirit of professionalism and embrace ecelebrate diversity.

*Revised by Columbia College Council on October 7, 2011*

*Reaffirmed by Columbia College Council on September 11, 2009*

*Approved by the YCCD Board of Trustees on May 9, 2007*

*Adopted by Columbia College Council on April 6, 2007*

## Columbia College Vision Statement

We envision ourselves as an exceptional institution of higher education.

Columbia College will continue to provide comprehensive, exemplary educational programs and services which respond to the individual learning needs of ~~our its~~ students and the collective economic and cultural needs of ~~the its~~ diverse communities ~~we serve~~.

Columbia College will be a center for transformational learning promoted through critical and creative thinking that is open to change and personal growth; civic, environmental, and global awareness and engagement; and individual and collective responsibility. We will ~~adopt a holistic approach to~~ promote a culture of support for student learning across the institution ~~that adopts a holistic approach~~.

Columbia College will use ~~effective leading edge~~ technologies and showcase facilities to enhance teaching and learning. Our vision will be realized through outstanding employees who adhere to high standards of excellence while working in partnership with those we serve.

We envision ~~ourselves~~ developing a passion ~~and capacity~~ for lifelong learning.

*Revised by Columbia College Council on February 3, 2012*

*Revised by Columbia College Council on October 7, 2011*

*Reaffirmed by Columbia College Council on September 11, 2009*

*Approved by the YCCD Board of Trustees on May 9, 2007*

*Adopted by Columbia College Council on April 6, 2007*

## Columbia College Core Values

The Columbia College community is committed to following a set of enduring Core Values. ~~These values are focused on the development of a sustainable institution and serve to wherein the development of Columbia College meets the needs of the present, without compromising the ability of future generations to meet their own needs. These Core Values will~~ guide the institution through changing times and shape our ~~Mission~~, Vision, ~~Mission~~ and Goals.

### **Academic Excellence and Success:**

We value the commitment to quality and support continuous improvement through student learning outcomes. We are committed to ~~providing~~ a comprehensive curriculum and services that support and foster a culture of academic wellness for all of our students.

### **Innovation, Professional Development, and Commonality:**

We value creativity, risk-taking, and vision. We value others, ourselves, and our students as unique individuals and embrace the commonalities and the differences that promote the best of who we are.

### **Transformational Learning:**

We value and promote critical and creative thinking. We value learning as a lifelong process of change in the pursuit of knowledge and personal growth.

### **Vital Community and Access:**

We value and believe it is essential to assist the broader community in gaining access to higher education and achieving success in their chosen endeavors. Columbia College values its role in the community and is dedicated to strengthening and enriching the quality of life of all those we serve.

### **Environmental Sustainability:**

We value our living planet. We accept responsibility and adopt practices to protect the environment for future generations and share these values with others.

### **Civic Awareness:**

We value civic and global awareness. We promote the understanding and betterment of our planet by engaging our community.

**Shared Decision Making:**

We value shared decision making that provides each of us the opportunity to participate in building consensus. We value individual and collective responsibility and accountability.

**Positive Environment:**

We value the preservation of the unique cultural and aesthetic environment of Columbia College which is welcoming, pleasing, and safe.

**Collegiality and Professionalism:**

We value kindness and respect in all our interactions. We support, promote and demonstrate understanding, civility, cooperation and mutual respect among all of its employees, students, and community members.

**Institutional Wellness:**

We value an institutional environment and culture that promotes and supports total health and wellness of staff and students ~~health in which institutional policies, programs, curricula, services and collaborative work with the community promotes and supports health and wellness.~~

*Revised by Columbia College Council on February 3, 2012*

*Revised by Columbia College Council on October 7, 2011*

*Reaffirmed by Columbia College Council on September 11, 2009*

*Adopted by Columbia College Council on April 6, 2007*

**7. Review College Council Constitution**

After much review and discussion, during the current academic year, regarding the Columbia College Council Constitution, it was moved, seconded (Nancy Bull/Raelene Juarez), and approved to revise the document as defined below.

January 20, 2012

Revised December 2, 2012

Revised October 7, 2011

Updated and approved by Columbia College Council October 2010

**COLUMBIA COLLEGE COUNCIL CONSTITUTION**

**Article I – Title**

The organization shall be the Columbia College Council.

**Article II – Purpose**

The Columbia College Council is an organization through which the collegial governance system of the cCollege is coordinated.

The Columbia College Council council provides consensus recommendations to the Columbia College President on matters of cCollege-wide interest and concern, and through the Columbia College President and representatives to the District Council for matters of dDistrict-wide concern and interest.

**Article III – Functions**

The basic function of the Columbia College Council shall be to serve as:

1. the oversight body for the development and coordination of strategic institutional planning

2. the oversight and reviewing body for institutional documents or processes
3. the budget review committee
4. the initiating and responding body to or from the District Council on issues of cCollege or dDistrict-wide interest

#### **Article IV – Membership**

The membership of the Columbia College Council shall be composed of:

- the Columbia College President (non-voting chair)
- four leadership team members
- four faculty members
- four classified members
- four students

#### **Article V – Terms**

The terms of leadership team members shall be determined by the Columbia College President in consultation with the Leadership Team. The terms of the faculty members shall be ~~as~~ determined by the Academic Senate. The terms of three classified members shall be ~~as~~ determined by the Classified Senate, and one classified member by CSEA. The terms of the student members shall be determined by the Student Senate.

~~The terms of the student members shall be determined by the Student Senate.~~

#### **Article VI – Meetings**

The Columbia College Council shall conduct regularly scheduled meetings and ~~retreats, as necessary an annual retreat.~~

#### **Article VII – Rules**

The business of the Columbia College Council shall be conducted through consensus building in accordance with the Principles of Collegial Governance. Action items will require formal vote. A simple majority will cause an action item to pass. followed by a formal vote on action items and will operate in accordance with the Principles of Collegial Governance and will follow the Principles of Collegial Governance.

### **8. Review Principles of Collegial Governance**

After much review and discussion, during the current academic year, regarding the Principles of Collegial Governance, it was moved, seconded (Raelene Juarez/John Leamy), and unanimously approved to revise the document as defined below.

Revised February 3, 2012

Revised January 20, 2012

Revised December 2, 2011

Revised October 7, 2011

Approved by College Columbia Council on January 21, 2011

## **PRINCIPLES OF COLLEGIAL GOVERNANCE**

### **INTRODUCTION**

As administrators, faculty, staff, and students at Columbia College, we recognize our common interest in the success and well being of the Yosemite Community College District (YCCD), Columbia College, and its students. In order to

~~ensure insure its~~ success we all share the responsibility of acting jointly so that the ~~C~~college speaks to the ~~d~~District and the community with one voice, maintains stability and continuity, and effectively fulfills its stated mission.

## JOINT EFFORT

We recognize that in order to ~~ensure insure~~ a joint effort, each of the ~~C~~college ~~constituent groups components~~ (administration, faculty, staff, and student body) must have an initiating capacity and decision-making participation in the important areas of ~~C~~college and ~~D~~istrict deliberations and actions. Differences in the weight of each ~~constituent's component's~~ voice will necessarily differ according to the responsibility assumed by the ~~constituent component~~ in the implementation of the decision at hand (i.e., ~~the~~ Student Services ~~Office~~ and ~~Academic~~ Senate for matriculation procedures, the student body and ~~the~~ Student Services ~~Office~~ for student government concerns, etc.).

The forum for discussion and final recommendations for ~~C~~college action or initiating recommendations or reactions to District Council shall be the Columbia College Council.

The ~~Columbia College~~ President should rarely have to exercise his/her power of review or make final ~~opposing adverse~~ decisions since this collegial decision-making process recognizes the variety of skills within the institution and is based upon mutual trust and respect. Any ~~adverse~~ decision made by the ~~Columbia College~~ President ~~that differs from the consensus~~ should be communicated in writing with specific reasons to the members of the ~~Columbia College~~ Council.

All constituent groups and individuals must recognize that outside bodies and agencies having jurisdiction over the ~~YCCD Yosemite Community College District~~ and/or the ~~C~~college will, at times, set limits on the time available for action. At such times, every effort will be made to communicate with or through the ~~Columbia~~ College Council, but the ultimate responsibility for responding lies with administration and must be met. In such cases where time does not allow lengthy consideration, action taken will be communicated to the ~~Columbia~~ College Council.

## DELINEATION OF RESPONSIBILITIES

The ~~Columbia College~~ President (CEO). The ~~Columbia College~~ President, under direction of the YCCD Chancellor, is primarily responsible for:

- a. Holding the ultimate administrative responsibility for the operations of the ~~C~~college.
- b. ~~Ensuring Insuring~~ the standards and procedures in operational use to conform to established Board Policy and administrative procedures.
- c. Serving as chief college planning officer.
- d. Serving as chief college fiscal officer.
- e. Serving as chief spokesperson to ~~YCCD Yosemite Community College District~~.
- f. Nurturing the ~~C~~college /community relationships.
- g. Chairing the Columbia College Council.

**The Administration.** The administrative staff is primarily responsible for:

- a. The leadership within his/her ~~organizational unit-constituent group~~.
- b. Providing management support to the ~~Columbia~~ College President for the implementation of all policies and procedures; management of an operational budget, keeping current on issues, regulations, laws, and trends within their areas of responsibility.
- c. Representing their ~~organizational units-constituent groups~~ in ~~Columbia~~ College Council (as appropriate), and other committees within the ~~C~~college and ~~D~~istrict.

**The Faculty.** The faculty is primarily responsible for:

- a. Defining, implementing, and evaluating curriculum.
- b. Strengthening scholarship and teaching.
- c. Evaluating peers within the established ~~D~~istrict and ~~C~~ollege procedures.
- d. Participating actively, through Columbia College Council representatives, in recommending ~~C~~ollege procedures and procedural changes.
- e. Participating in District negotiations through YFA, as determined by YFA.
- f. ~~Ensuring~~ ~~Insuring~~, through the Staff Development Committee, the quality of faculty development activities.
- g. Participating in YCCD and ~~C~~ollege committees as appropriate.

**The Classified Staff.** The classified staff is primarily responsible for:

- a. ~~Ensuring~~ ~~Insuring~~ the high quality of student, instructional, and administrative support services.
- b. ~~Ensuring~~ ~~Insuring~~ the quality of physical plant and grounds maintenance.
- c. Participating in the decision-making processes through representatives at the Columbia College Council.
- d. Participating in the negotiations with YCCD through the local CSEA unit, as determined by that unit.
- e. Developing continuing in-service training opportunities for classified staff through the Staff Development Committee.
- f. Participating in YCCD and ~~C~~ollege committees as appropriate.

**The Student Body.** The student body is primarily responsible for:

- a. ~~Ensuring~~ ~~Insuring~~ the existence and health of a valid system of representative student government.
- b. Providing feedback to the ~~C~~ollege regarding concerns and issues of instructional, student services, or administrative nature.
- c. Accepting responsibility for the establishment and maintenance of co-curricular programs.
- d. Participating in Columbia College Council through its representatives.

**Areas of Shared Responsibility:** Areas in which all institutional components share a primary responsibility are:

- a. Accepting responsibility for the establishment and maintenance of a positive learning and working environment.
- b. Strategic institutional planning (through Columbia College Council).
- c. Facilities usage (through the Facilities Committee).
- d. Reviewing the College Budget (through Columbia College Council).
- e. Review/Recommend staffing priorities (through Columbia College Council, Academic Senate, Columbia College President's Administrative Council and Classified Senate).

- f. Reviewing programs and services.
- g. Promoting an effective working relationship between all segments of the College and between the College and ~~YCCD-Yosemite Community College District~~.
- h. For participatory and collegial governance to function effectively, it is necessary that constituent representatives on any and all committees take responsibility for communicating with the group they represent the substance of the actions, discussions, and recommendations of the committees on which they serve. Likewise, they must take responsibility for representing to the committees the recommendations of their ~~constituencies~~ constituent groups.

## **Information Items**

### **9. Accreditation Update**

President Gervin reported that the Accrediting Commission for Community and Junior Colleges (“ACCJC”) had acted to issue warning status to Columbia College to correct deficiencies noted during the October 2011 comprehensive accreditation visit. The evaluation team that visited in October 2012 cited 7 college recommendations and 4 district recommendations. The ACCJC placed the college on warning status for the deficiencies identified in recommendations 2, 5, and 6. The ACCJC will not require the college to respond to the visiting team’s recommendation 3 and therefore the college will only need to respond to 6 college recommendations and 4 district recommendations. A Follow-Up Report addressing the remaining recommendations must be submitted to the ACCJC by October 15, 2012.

Council members requested that the Columbia College Council, as the Accreditation Steering Committee, be informed regarding the college’s planning agendas. Dr. Gervin reported that the President’s Administrative Council will meet on February 7 to review and discuss the planning agendas.

### **10. Facilities Update**

Vice President Whitfield reported that a number of facilities projects are underway and/or being considered: paving staff lot in the Facilities Yard; new modular building in the Facilities Yard; Alder is out for elevator bid and there is an issue regarding ADA parking space(s) at that location; the AWE quiet room and tree removal proposals were made to the Facilities Committee who requested additional information before they could support either proposal; the Facilities Master Plan Update executive meeting will take place on February 14, the next Taskforce meeting will take place in late-February, and then information will be disseminated to the college; and, lastly, the smoking policy/procedure and the campus’ implementation will be revisited by the Safety Committee.

### **11. Budget Update**

It was reported that work continues on budget planning. Council members were informed that fund 11 budget sheets are available on the Central Services fiscal website.

### **12. Constituent Reports/Updates**

- a. YFA – No report provided.

- b. Student Senate – Student leaders reported that, since the January 26 meeting, the only update was to the fan appreciation event on February 11—Rich Miller will donate two hours of his photography services to the event.
- c. Classified Senate – Classified Senate leadership reported that the hiring priorities committee will meet on February 10 to discuss proposals so that they present at a march meeting with the College President. Additionally, it was reported that nominations will be accepted in March for elections and the group continues work on the Constitution and Bylaws.
- d. CSEA – No report was provided.
- e. Academic Senate – It was reported that nominations were be accepted for president-elect and College Council representative as well as end of year awards for Faculty of the Year and Teacher of the Year. Additionally, it was reported that discussion continues on the human subjects research procedure and program viability. Faculty leaders have taken great care to made the distinction between program viability and “The Big Picture” budget discussions. Program viability uses Title V for definition and is completely separate from any budget discussions.
- f. Leadership Team Advisory Council – No report was provided.