

**COLUMBIA COLLEGE COUNCIL  
RECORD OF MEETING  
April 5, 2013, Manzanita Conference Room**

Committee Members Present: Luisa Adams, Leslie Buckalew, Nancy Bull, Elissa Creighton, Matt Christman (ASCC Vice President), Brian DeMoss, Doralyn Foletti, Ted Hamilton, John Leamy, Brandon Moore (ASCC President), Kimberly Morris (ASCC Representative), Adrienne Seegers, Gary Whitfield

Committee Members Not Present: Melissa Raby, Gene Womble

Guest(s): Coni Chavez (recorder)

**Recommended for Vote**

**1. Approval of Minutes for the March 1, 2013 Meeting of the College Council**

It was moved, seconded (John Leamy/Nancy Bull), and approved to accept the record of meeting for the March 1, 2013 meeting of the Columbia College Council, as submitted.

**Discussion Items**

**2. 2013-2014 Meeting Dates**

With no opposition, it was generally agreed that the Columbia College Council will meet on the following dates in the 2013-14 academic year, from 1:00 p.m. to 3:00 p.m. These dates are the first Friday of each month, except in January 2014.

**2013, Manzanita Bldg., MCR**

September 6

October 4

November 1

December 6

**2014, Location TBD**

January 23

February 7

March 7

April 4

**3. Mission Statement**

Columbia College Council members were provided information resulting from the March 29 District Council meeting, prior to their April 5, 2013 discussion regarding mission statement alignment as it relates to ACCJC's District Recommendation 2. To frame that discussion, the Council was provided the text of District Recommendation 2, a crosswalk of the three district mission statements, and resulting recommendations from the District Council session. Following discussion by Council members, it was generally agreed, to support adding the statement "Committed to utilizing its resources in responding..." to the YCCD Mission Statement. Further, the Council was in agreement to recommend each college consider the suggestions proposed at the District Council Retreat when revisiting their own mission statements. It was noted that Columbia College is scheduled to revisit its Mission Statement in the coming fall 2013.

**4. Master Planning Calendar**

Columbia College Council members were reminded of the Columbia College Master Planning Calendar which lists, in broad strokes, the timeline for review/development of all college planning documents. This calendar was created to facilitate integration of planning documents—placing

documents in order of review/development so as to inform the next document, etc. Further, Raelene Juarez, SLO Workgroup representative, shared the group is codifying a timeline for review of SLOs to respond to the ACCJC recommendation and will include operational dates. Similarly, the ACCJC recommendation 2 response team suggests the annual planning calendar have defined dates. The Council was open to documenting these dates and agreed to have the specifics agendaized at a future Columbia College Council meeting.

## **5. Retreat Preparation**

Columbia College Council members were provided with a draft agenda for the May 16 College Council Retreat. The main focus of the retreat will be to preview data as it relates to college goals to inform discussion regarding institutional effectiveness. Further, Council members were assured that background information will be sent to them during the week of May 6, so as to allow time for review prior to the planning retreat. Additionally, John Leamy provided a handout for Council members which listed the KIPP Schools 6 questions (listed below). Mr. Leamy suggested that these 6 questions, revised for the college environment, and as they relate to goals and institutional effectiveness, may be at the core of the discussion. He will provide a set of questions for the college environment for consideration at the May Columbia College Council Planning Retreat.

### **KIPP Schools 6 Questions**

Are we serving the children who need us?

Are our students staying with us?

Are KIPP students progressing and achieving academically?

Are KIPP Alumni climbing the mountain to and through college?

Are we building a sustainable people model?

Are we building a sustainable financial model?

## **6. Policies & Procedures: 2430**

Columbia College Council members were asked to provide feedback regarding draft YCCD Policy #2430.1 – Delegation of Authority to the Presidents, dated Friday, April 5 at 9:11 a.m. Council members expressed that they generally concurred with removing the shaded text “The President’s administrative organization shall be the established authority on campus and the College President is the final authority at the college level.” and had no other comments.

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

None

## **Information Items**

## **8. Facilities Update**

Vice President Whitfield reported on the progress of a number of projects and activities related to campus facilities and safety. Among them were:

- Alder Building – Boyer Construction was awarded the contract.
- Water Tank – Plans have been submitted to the Division of State Architects and there should be no interruption of service.
- Carkeet Park – Sprinklers are to be installed prior to commencement and benches will be installed throughout the summer months.

- Manzanita – Front entrance enclosure was eliminated due to project cost overrun. Issues with propane to Manzanita have been mitigated but will require additional work.
- Swing Space – Work on the plan continues.

## **9. Budget Update**

Vice President Whitfield reported that the target budget is mostly unchanged. An additional \$75k for step/column salary increases must be considered and there is still \$650k one-time funds for which deans are prioritizing needs within the areas. Lastly, VP Whitfield reported that the budget will be available prior to going to the Board for consideration in May.

## **10. Accreditation Update**

Dr. Buckalew reported being on-track with accreditation follow-up report timelines. Both ACCJC recommendation response teams are working together and with the Accreditation Liaison Officer to bring the report to a final draft. Furthermore, as noted above in agenda item #4, the recommendation 2 team is suggesting more defined operational dates for the annual planning process.

## **11. Constituent Reports/Updates**

- a. Leadership Team Advisory Council – Brian DeMoss, LTAC President, reported that meetings were to be scheduled with the Interim Vice Chancellor of Human Resources regarding the Leadership Team Handbook.
- b. YFA – No report.
- c. Student Senate – Student leaders reported on: the purchase of cardigan sweaters for a professional look; 4/24 end of year BBQ and finals cram night; elections; 4/25 attendance at the general assembly; and, the newly published student newsletter.
- d. Classified Senate – Classified Senate representatives reported on a number of activities: constitution and bylaws are out for review; hiring priorities recommendations are finalized; employee of the year nominations are being accepted; new officers have been selected; classified staff will volunteer at commencement; Santa Rosa City College will host an SLO workshop for classified staff; Anne Anderson is the YCCD Classified Person of the Year; and, classified staff appreciated the efforts of faculty and administration to host the classified appreciation breakfast in April.
- e. CSEA – Luisa Adams, CSEA representative, reported that elections will take place for conference delegates and a classified picnic will be scheduled in June.
- f. Academic Senate – John Leamy, Academic Senate President, reported highlights from a discussion held regarding the College President selection process. There was a consensus: 1. That the dual VPSL/Acting President role is not sustainable; and, 2. The group is in favor of an interim selection followed by a search for permanent College President. Faculty stated they wanted to be involved in both selections.