

# COLLEGE COUNCIL MINUTES

**Monday, March 24, 2014**

*BFL Community Conference Room*

*2:00-4:00 p.m.*

<b>I</b>		<b>Organizational Items</b>
	1.1	<b>Call to Order:</b> Stacey Shears called the meeting to order at 2:05 p.m.
	1.2	<b>Attendance</b> Stacey Shears, Melody Phillips, Ann Patton, Judy KleinFlynn, Newin Orante Laurie Lema, Danni Vilas, Steven Wijaya, Brittani, Chew, Rachel Westlake, Ted Wieden, Marcia Perata, Patrick Leong <b>Absent:</b> Peter Garcia, Sarah Ajwang, Keith Montes <b>Guests:</b> Cindy Goga, Katrina Keating, Daniel Kiely, Percy Roper, Cathy Walton- Woodson
	1.3	<b>Adoption of the Agenda</b> It was moved (Lema) and seconded to approve the March 24, 2014, agenda with the following changes: Agenda item VIII will be reviewed during the Faculty Senate President report out; agenda item V will be reviewed when the Budget Committee co-chair arrives; and agenda item VII will be reviewed when the Foundation Director arrives. There was consensus approval.
	1.4	<b>Approval of the March 10, 2014 Minutes</b> It was moved (Lema) and seconded to approve the minutes as presented. There was consensus approval.
<b>II</b>		<b>Public Comment</b> This time is reserved for members of the public to address the College Council. A limit of five (5) minutes per speaker and fifteen (15) minutes per topic shall be enforced.  No public comment.
<b>III</b>		<b>Officer Reports</b>
	3.1	<b>Chair: Stacey Shears</b> Stacey Shears reported that the governance committee co-chairs met and discussed the resource allocation process for college wide plans. They developed some possible solutions. A master calendar will be developed for the resource allocation process. Shears reported that the governance flow chart made it through the constituent committees without major changes. The flow chart is now completed and approved.
	3.2	<b>Faculty Senate President: Laurie Lema</b> Laurie Lema explained changes to DVC procedures 1016.01 and 1018.01. These procedures have gone through the Senate Council approval process including consultation with the president. Lema clarified that the newly revised procedure 1016.01, has a new title and describes the process on how program reviews are used in the resource allocation process. The program review taskforce will develop a new program review procedure that will explain the process up to the resource allocation process. After discussion, it was agreed to change the word "management" to "administrative" in 1016.01.

		<p>DVC Procedure 1018.01, Student Learning Outcomes, provides information on all the student learning outcomes addressed.</p> <p>Lema reported that the Senate Council has not yet met since the spring break, but there are several additional college procedures on their agendas.</p>
	3.3	<p><b>Classified Senate President: Ann Patton</b> Ann Patton reported that the Senate will hold its first meeting since the spring break this Thursday, 3/27. The Council will be reviewing college wide plans.</p>
	3.4	<p><b>ASDVC: Steven Wijaya</b> ASDVC approved funding for the April 5, 2014, More Than a Dream Conference. Final nominations for the ASDVC elections have been obtained. ASDVC continues to recruit students to serve on the Executive Board.</p> <p>It was moved (KleinFlynn) and seconded to move to agenda item VII. There was consensus approval.</p>
IV		<p><b>Accreditation Update – Discussion</b> Ted Wieden reported that the college’s self-evaluation report will be approximately 500 pages. The president has read sections IIC, IA, and IV. Becky Opsata is currently working on the introduction. The document will be available for signature approval at the May 12, 2014, College Council meeting.</p>
V		<p><b>2013-2014 Annual Budget Plan – Discussion/Decision</b> Katrina Keating, co-chair of the Budget Committee was present for questions. Lema explained Faculty Senate Council’s concerns about the across the board 10% allocation to operating funds. They would like to see the money allocated to the divisions, who will have conversations on how the funds will be allocated. Another concern was expressed about the facilities recommendation. College Council would like to know the data used to make the decision to fund restroom renovation. Keating will email the information to Stacey Shears who will forward to Council members. Keating explained that the Budget Committee has begun conversations on more targeted funding rather than across the board augmentations. A suggestion was made to ask Budget Committee about funding augmentations for inter-disciplinary programs.</p> <p>After discussion, it was moved (Lema) and seconded to accept the Budget Committee report. There was consensus approval. College Council will develop a process to write a report to the college president. The April 14, 2014, College Council meeting will have further discussion on its report to the president.</p>
VI		<p><b>Information Technology Plan – Information/Discussion</b> Daniel Kiely, Andy Kivel, Percy Roper, and Cathy Walton-Woodson attended for questions. This plan is a map for technology resource allocation for the college. Kiely provided an overview of the new plan. The plan was written in the new college wide plan template. In addition to the definitions, introduction, and research sections there are five sections for the implementation grid. A schedule is also included to complete the work. The IT Committee will work to complete implementation grid. One of the goals of the Tech Plan is to create a stable replacement cycle for classroom projectors, labs, and computers. Suggestions for changes were given. There needs to be strong language on access for disabled</p>

		students. The plan will now go out for constituent feedback.
VII		<p><b>DVC Procedures For Discussion/Decision</b></p> <ul style="list-style-type: none"> <li> <p><b>1015.01, Grant Proposal Approval Process</b> Cindy Goga was present for questions. College Council suggested changes were made to the document. A further suggestion was given to include both the vice president of instruction's and vice president of student service's signatures on the application document. It was moved (Wieden) and seconded to approve the procedure Grant Proposal Approval Process with the changes as noted. There was consensus approval. The title of the application form will be consistent with the title in the procedure.</p> <p>While Cindy Goga was still in attendance, it was moved (Lema) and seconded to begin discussion on procedure 5106.01. There was consensus approval.</p> </li> <li> <p><b>2045.01, Smoking Restrictions</b> Shears explained that Faculty Senate Student Services Committee is currently discussing the procedure. It was moved (Wieden) and seconded to postpone discussion until it comes through the Faculty Senate Student Services Committee. There was consensus approval.</p> </li> <li> <p><b>5106.01, Serving Alcoholic Beverages at College Activities</b> As there is a District business procedure, 6.05, on serving alcoholic beverages at college activities, Shears asked to delete this procedure. It was moved (Lema) and seconded to eliminate 5106.01 and follow the District business procedure 6.05, Alcoholic Beverages. There was consensus approval.</p> <p>At this point, Katrina Keating was in attendance. It was moved and seconded to address the Budget Committee Report next on the agenda. There was consensus approval.</p> </li> </ul>
VIII		<p><b>DVC Procedures for Information</b></p> <ul style="list-style-type: none"> <li><b>1016.01, Program Review's Use in Resource Allocation Process</b></li> <li><b>1018.01, Student Learning Outcomes &amp; Achievement</b></li> </ul> <p>Addressed in agenda item 3.2, Faculty Senate President Report.</p>
VIII		<p><b>Brown Act Discussion</b> Shears shared that College Council now needs to function as a Brown Act Committee. The voting process will need to change to use "yea", "nay", and "abstentions". A request was made to see the legal opinion about the change and to know what other committees are now also required to act within Brown Act guidelines.</p>
IX		<p><b>Innovation Ideas</b> There were no innovation suggestions today.</p>
X		<p><b>Future Agenda Items</b></p> <ul style="list-style-type: none"> <li>Developmental Education Master Plan</li> <li>Student Equity Plan</li> </ul>

		<ul style="list-style-type: none"> <li>• DVC Procedure 1010.01, Integrated Planning – Laurie Lema</li> <li>• DVC Procedure 5018.01, Budget Allocation Process – Laurie Lema</li> </ul>
XI		<p><b>Adjournment: 3:30 p.m.</b>  It was moved (Wieden) and seconded to adjourn the meeting at 3:30 p.m. There was consensus approval.</p>

**Next Meeting: April 14, 2014**  
**2:00 – 4:00 p.m.**  
**BFL Community Conference Center**

**NOTICE IS HEREBY GIVEN** that the College Council of Diablo Valley College will have a meeting on Monday, March 24, 2014. Public testimony will be invited in conjunction with the Council discussion on each item. All meetings are held in locations that are wheelchair accessible. To request accommodations for disabilities or for further information, please contact College Council Chair Stacey Shears at (925) 969-2176, or by email at [sshears@dvc.edu](mailto:sshears@dvc.edu).