

COLLEGE COUNCIL MINUTES

Wednesday, March 7, 2018

2:00 - 4:00 p.m. • Community Conference Center

			Present: Jessica Martin, Laurie Lema, Beth McBrien, Becky Opsata, Susan Lamb, Rachel Westlake, Marisa Greenberg, Ray Martin, Kevin Zhang, Michael Colson, Catherine Machalinski, Michael Colson, Lena Halloum. Guests: Christine Worsley, Chris Core, Casey Hall. Note taker: Julie Catalano.
I		Organizational Items	2:05 p.m.
	1.1	Call to Order: Jessica Martin	
	1.2	Adoption of the Agenda	It was moved (Lema) and seconded (Machalinski) to accept the agenda with the addition of the first item (IIIa) as Strategic Plan/Institutional Strategic Process and Timelines. Motion passed unanimously.
	1.3	Approval of the Feb. 21, 2018 Minutes*	It was moved (R. Martin) and seconded (Lema) to accept the minutes as presented. Motion passed unanimously.
II		Public Comment <i>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.</i>	None.
III		Council Comment <i>This time is reserved for members to address College Council. A limit of (5) minutes per speaker and fifteen (15) minutes per topic shall be enforced.</i>	Opsata—noted that one of the supporting documents included in your packet today was the brainstorming session she had with ASDVC discussing ILOs. Opsata—stated that no substantive change reports are due to the ACCJC for our new programs. McBrien—announced that the Academic Senate unanimously voted to endorse submitting an application for participation in the 2018 OEI consortium. Lema—stated that the Mission Statement Review Workgroup is almost completely staffed and Lema will be trying to schedule meetings soon. Lamb—will be asking the district to draft a drone policy. Lamb—announced that the city of San Ramon agreed to have the current SRC fountain removed and replaced with a more sustainable fountain or possibly artwork. Lamb—announced that she is working on her priorities for the year and linking them to the EMP. Westlake—announced that Christine Worsley is attending the CC meeting today in place of Obed Vazquez.
IIIa		Strategic Plan/Institutional Strategic Process and Timelines	Lema introduced the idea of setting strategic priorities vs writing a strategic plan. We will share this idea with the constituency groups and bring it back next meeting.

IV	College Committees: Minimum standards, overall structure* – <i>action may be taken</i>	Lamb asked the CC for three things: 1) reconstitute the Safety Committee; 2) immediately start increasing transparency; and 3) to work on a draft to organize the committees (i.e., reporting relationships). It was moved (Halloum) and seconded (Machalinski) to reactivate the Safety Committee immediately. Motion passed unanimously. It was moved (Opsata) and seconded (McBrien) to work on transparency requirements of committees (part 3 of the Committee Handbook Section Two pages 4-5 Draft) adding that Academic and Professional matters have to be referred to the Academic Senate. Motion passed unanimously.
V	Status, function and charge of Safety Committee* – <i>action may be taken</i>	Opsata shared the workplace safety committee outcomes and processes that was approved by CC in Feb. 2017. Membership suggestions were discussed. It was moved (Opsata) and seconded (R. Martin) to ask Michael Colson, Lisa Martin and Toni Fannin to co-chair the newly reactivated Workplace Safety Committee, and ask that they report to the CC at our next meeting, their initial thoughts on membership and what they would like to do. Motion passed unanimously. Lamb will talk to Fannin and L. Martin.
VI	Classroom Design Standards* – <i>action may be taken</i>	Westlake shared a comprehensive document on classroom design standards for all sizes of classrooms.
VII	Program Review Timeline and Processes – <i>action may be taken</i>	Lamb shared feedback from Program Review Committee (PRC) about shortening the timeline and process. It was moved (Machalinski) and seconded (Opsata) to take the advice of the PRC and use this amended process this semester, stating that we will review the process again next year. Motion passed unanimously. Lamb announced that she would like to start to address the problems with administrative program review. She will start discussions with the Academic Senate and the PRC.
VIII	Guided Pathways update – <i>action may be taken</i>	Opsata will email an update to Council members.
IX	Adjournment	4:05 p.m.