

**College Council Meeting Minutes**  
**December 4, 2015**  
**12-1:30pm / CC127**

**Approval of Minutes (11/20/15) – Jim Martineau**

The minutes from the last College Council Meeting on November 20 were sent out to all. Jim asked if there were any questions or concerns. None stated. Minutes approved.

**Mandatory Reporting Policy Draft – Patricia Anderson Wieck**

Working with PACE - Property and Casualty for Education. Jim Huckestein is In charge of risk for the college. This is the policy in draft form. It's here for a first read.

Who are mandatory reporters? Why are we? Patricia is Title 9 Coordinator. We have obligations under all of these acts. We need a framework for employees to report sexual harassment, gender discrimination, violence, or misconduct. When you report it, it is seen by the BIT team, Campus Safety, and Patricia. They make the determination of where to funnel it. Covers employees and students.

There is due process of fact finding to see if an investigation is necessary. Matthew is a trained investigator. If a student reports something, send to one of the following: Campus Safety, Patricia or BIT. A student should not feel alone or afraid. There will be no promises being made. But they have the right to make this report. Students can also be referred from the counseling center.

Reporting of suspected abuse of child under 18. Children and high school students. When a child is under 18 it heightens the reporting responsibility. Then it also has to involve Law Enforcement. If they get a report, Matthew will go into database to check the age. If you have heard something, have reason to suspect, or see signs, you can unburden yourself and tell to one of our reporting places. Speak to someone. Don't be silent.

Safe Colleges Training for this comes out once a year. It will be coming in shorter forms of training. Safe Colleges training sending out every other month and a bit longer time to look at them.

If you have a report, tell the appropriate person/group. They will handle it. If you make a report that is wrong but you made the report in good faith, you will not be liable for negligent reporting. Once reported, the groups will get some information from you and then they will take it from there.

Any questions or comments, please contact Patricia.

Stephanie Schaeffer noticed some changes under confidentiality and counseling. She will meet with Patricia to make corrections.

Bruce Nelson stated that this was brought up in Presidents' Council and there was a comment that the Registrar could explore flagging students under 18? Flag under 16? Currently they do check the age.

All of us have a responsibility to keep our eyes and ears open and tell the appropriate person.

**Draft Strategic Priorities 2016-2019 – David Plotkin & Jim Huckestein:**

At this meeting, you are being introduced to the draft of the 2016-2019 Strategic Priorities. They will talk about the review process and answer any clarification questions.

The first draft has been presented to Presidents' Council and they were asked for any feedback. Now presenting to College Council for feedback and then presenting to the Board next Wednesday for their feedback. It should be taken back to the Board for their approval in mid-January. The feedback window is this year. Please convey any feedback to Jim or David by January 4, 2016.

Reminder of the process: The Leadership Cabinet looked at materials from core theme teams, planning documents like the blue prints (department, division and master blue prints) and the Facilities & IT master plans. They also looked at some external information. It was a process over two meetings to draft new priorities. Trying to be a little more focused and define the outcome we are shooting for. Needs to be goal orientated as we are trying to achieve something.

The draft priorities were reviewed by the group. They are:

1. College Readiness
2. Financial Sustainability
3. Academic Innovation and Relevance
4. Guided Pathways

The feedback from Presidents' Council was not ignored but you may not see any changes yet until all of the feedback is received. Strategic Priorities don't represent all the important work at an institution but where to allocate significant resources to move the institution forward in areas that are identified as particularly important.

The question was asked - what document states the other important work the college is doing and those resources? What if it doesn't match the document that captures that?

Outside influences could change our path. Planning is a process. Presumably we have a planning process that is cyclical and can adjust priorities accordingly. Institutional plan is to direct us all collaboratively in a direction. Everyone buys in, so we all can work collectively together.

Comments from Bruce Nelson:

- Guided Pathways: under indicators – would like clarification of “financial plans”
- Academic Innovation & Relevance:
  - Strategic Priority: Create & *maintain* (add).
  - Strategic Priority: Don't we already have high quality?
- Financial Sustainability: What about state support for FTE?
- College Readiness: Getting into High Schools could affect curriculum. How do we know?

**Academic Calendar – David Plotkin**

The draft Academic Calendar shows 3 years (16-17, 17-18 and 18-19). It will be taken to the Board soon for approval. Asking if you could please review it to see if there are conflicts or things that seem out of place. If you find something, send an email to David and Greer.

### **Kevin Anspach – Brand Update**

The Brand Toolbox is located under helpful resources on the portal and on the F: drive.

The Style Guide helps you decide the best versions to use. Which logo do you use? There are guides to clarify. Includes additional office templates. The new cougar paw doesn't have claws.

Any suggestions for the brand toolbox, please let them know. There is 3 times as much work with the new brand.

As a year-end reminder to get us brand compliant, if you are still using the old CCC logo on posters or other materials they need to be updated. If you need help, contact Kevin. Reminder also that nothing should be posted on windows or doors.

If you have the old logo envelopes you can trade them for ones with the new logo.

Business cards are half price through December 24. Order them online through the staff portal. Everything must display the new logo.

### **Changes in the Information Technology Committee (ITOC) – Dion Baird**

Formerly was Information Technology Committee (ITC). Tried to involve more of the college in making decisions on the IT aspects. Still not involving enough of the college so would like to have ITOC as the oversight committee and break it into 3 subcommittees:

- Educational Technology Resources (ETR). Had no place to talk about classroom furniture and classroom technology needs. Co-chaired by Dave Gates and Jil Freeman. Dave will be the only IT person on the committee. Want the college to drive where technology is going.
- Information Technology Projects (ITP). Co-chaired by Mary Collins & Tara Sprehe. Includes student ed planning brainstorming and ways to connect into Moodle.
- Data & Information Governance (DIG). BJ Nicoletti and Shawn Swanner will lead this group. It will be expanding a bit to look at stewardship, data integrity, and security. Look at where we are going with the data. Present and make data usable for all.

ITOC would include Dion and the Leadership Cabinet. Projects will be brought to ITOC. Ideas would come to ITOC via a project proposal form. The project proposal would go to a sub-committee for review. If all the information is provided, it will go forward to ITOC. If it goes to ITOC it will go on a project charter form that will look at priority, cost, time, can we allocate funds and/or people, where does it fit into the strategic priorities and can we do this?

Is the project approved by ITOC?

- If NO, it can be recommended for resubmittal or it's done.

- If YES, it will be assigned resources, a project manager, and a priority.

This is providing a path for ideas to become a project and fit into the college's strategic priority. If someone has an idea, which subcommittee would they need to talk to? Look at examples. The subcommittees are writing charters to say what they do. There will be a website and a form will also be created. The website is where all the charters will be posted along with the minutes and meetings. DIG already has a website. ITOC will report to College Council and give updates.

### **Distance Learning (DL) Course Development Payments – Bill Waters**

In the past, DL was paying faculty for the development of course work if the course was online or hybrid. The process was revisited last year after Jil arrived. For the record, DL no longer has the funds to pay for this kind of work. It is also no longer a common practice nationally for DL courses to be singled out and created/developed. This should be paying for direct support for faculty instead. Contract does mention if there is agreement between administrator and faculty member, the faculty member can be reimbursed but the funding will not come from DL. Deans and Faculty agree. Following up with Faculty Leadership, Amanda, Nora and Bruce, other senate members and other faculty.

### **Presidents' Council – Jim Martineau**

Read the printed update provided on the agenda from Phillip King:  
*At the last meeting, there was an update about safety concerns from Lori Hall and Bobby Smith. There will be a series of communications and events coming up during winter and spring terms. Stay tuned for more information.*

### **Association Reports**

#### **ASG – Stacy Yanez**

- Thanks to all who donated to the giving tree. All 94 kids received gifts. The Christmas Party will be December 10 from 6-8pm.
- Update on food drive. The goal was 1000 cans of food. So far have 1053. Food drive closes next Tuesday.
- The New Year's Resolution wall will be up in the Community Center.
- The Book Exchange starts next week and the Lending Library begins the first day of winter term.

#### **Classified – Enrique Farrera**

- Looking at safety reports and recommendations.
- Enjoyed the Award ceremony on December 10.

#### **Part Time Faculty – Patty DeTurk**

- Wishing everyone a happy and safe holiday season.

#### **Full Time Faculty – Bruce Nelson**

- Jim was kind enough to report on the bond and give an update of where we are.

**Administrative Confidential – BJ Nicoletti**

- Their service project was to donate 450 cans to the food drive. They are working hard to reach that goal.

**Other Announcements**

- **Amanda Coffey:** Faculty Forum is today at 2:30 in the McLoughlin Auditorium. Moodle been opened for a week. Read POR's – online presentations – 16 positions forwarded. Today is the live version. Feedback will open at 5pm tonight. Shared governance open process.
- **Stephanie Schaeffer:** FYE celebration is next Wednesday from 11-1 in B240. FYE brought in 637 cans for the food drive.

**Present:**

Jim Martineau for Phillip King(Chair), Tami Strawn (recorder), Dion Baird, Stephanie Schaefer, William Calabrese, Kevin Anspach, Kathy Bergin, Loni Sanders, Angie Byrd, David Plotkin, Sarah Hoover, Matthew Altman, Andrea Vergun, Scot Pruyne, Mary Collins, Shawn Swanner, Jenelle Vader, Chris Sweet, Stacy Yanez, Lizz Norrande, RB Green, Bruce Nelson, Sarah Nolan, Molly Burns, Tara Sprehe, Jaime Clarke, Denice Bailey, Jim Huckestein, Greer Gaston, Patty DeTurk, Pat Anderson Wieck, Ali Ihrke, Laura Lundborg, Jennifer Mildrum, Enrique Farrera, Bill Waters, BJ Nicoletti