

September 10, 2015, 3:30 p.m.
Academic Center, Room 229. KTD

Present: David Wain Coon, Greg Nelson, Jonathan Eldridge, Patricia Seery, Kristina Combs, Kim Foulger, Eric Sitzenstatter, Nicolas Jones, Christina Leimer, Becky Brown, Sara McKinnon, Laura McCarty, Nicole Cruz

Absent: Elle Dimopoulos, Steve Dodson

Guests: None

1. **Agenda** - *The agenda was approved by consensus.*
2. **Minutes** - *The minutes from the May 14, 2015 meeting were approved by consensus.*

3. **President's Report**

Introductions – *The Committee went around the table and made introductions.*

Committee Charge – *The Committee reviewed the committee charge.*

Vision Statement – *Vision Statement review was explained to the committee. Constituent groups were given old and revised statement for feedback.*

Strategic Plan Update - *Classified Senate is reviewing and working on ADA areas. They will have a report for October meeting. Academic Senate is working on the vision and have more work to do. Will have more to report on Vision and Strategic Plan. Students have not talked about the Vision or Strategic Plan. Christina will work with Sadika to help inform students where we are in the process.*

Participatory Governance System Review - *Dr. Coon reviewed the Participatory Governance System. He informed the committee that the PGS will be revisited and reviewed. Dr. Coon will provide additional information prior to the October meeting for review prior to the November meeting so that input and feedback can be collected.*

4. **Modernization Report** – *Laura reported that CCTV will be online in the Academic Center soon and that common areas outside the building will be monitored. The monument sign will be installed on the corner with a mock-up going up next week to help fine tune the font size and material selection. Landscaping will be installed in phases with trees and greenery in the center courtyard completed first. The Austin Center demo is going well, rubble to be hauled away next week, some pods remain as they hold utilities, and expect go get 50 additional parking spaces in that area. Work at IVC includes ADA enhancements to Pomo and the pool area and renovation work on the wet lab in Pomo 6. Improvements are in process for the high-voltage systems at KTD, handrails in the James Dunn Theatre, and a screen installation at the theatre. Planning for a Marquee sign for performing arts along Sir Francis Drake Blvd is in process as is a shade structure at the Child Study Center. Additional information was provided on IVC retaining wall repair, the Sheriff's station relocation, and signage improvements. Greg reported on painting*

projects in Student Services, the window installation in Fusselman Hall, LRC paint and carpet, and changes in Student Services club rooms, veteran's center, Umoja, and Puente spaces.

5. **Board Administrative Procedures** – *Dr. Coon and VP Eldridge gave background regarding the legislative updates and other regulations and requirements relative to the language for APs 4225 Course Repetition-Non-Repeatable Courses, AP 4227 Repeatable Courses, AP 4228 Course Repetition-Significant Lapse of Time, AP 4240 Academic Renewal and AP 5075 Credit Course Adds & Drops. These procedures have been taken to the Board for information.*
6. **Board Policies/Procedures** - *Senate looked at them today as consent items. An issue came up that political affiliates was not included in the list of people you can't discriminate against. Kristina Combs mentioned that language is driven by a federal list of protected categories. Jon suggested that perhaps we could have our own campus Administrative Procedure instead. Have a consent to move forward with all.*
7. **Board of Trustees Meeting** –*There will be a Study Session on the history of the Bolinas Marine Lab and a suggestion to put out an RFP to use the space going. There will be an update on enrollment and a discussion about the tree selection for the on the corner at Kentfield. In response to a question about the facilities master plan work, Greg reported that iep2 worked with external groups over the summer and will be coming back in October to share what they learned with the PGS. The goal is to take the new Facilities Master Plan to the Board in February or March. Announced BOT retreat September 25.*
8. **Constituent Reports**
Academic Senate – Sara reported that the Senate had a conversation about Vision, political affiliation. Derek Wilson gave a presentation about cross referencing course listings and proposed thinking about ways to go forward with that. Jon noted that the work we are doing with Student Success Collaborative involves some of that.

ESCOM – Eric reported that ESCOM has four means of communicating with membership via printed and electronic newsletter, e-news for council, clubs, and activities and events promoting a vision of more integration of ESCOM to the College and some outside communities. Email goes out once a week. Also reported that they will soon be occupying the IVC ESCOM location once the furniture gets coordinated, which will happen soon. Greg noted that TVs will be mounted so projectors will not be needed. ESCOM facility can be used to let people know all the great things that IVC offers. Membership is at over 1600. Eric feels community isn't aware of the magnitude of what COM is dealing with from ECE to 80 and 90 year olds.

Classified Senate –Kim reported that Kristina, Nikki, and Diane T presented about professional development opportunities at the Classified Senate's last meeting. They would like to see more advertising regarding what is available to classified professionals and would like managers and supervisors to provide more release time for professional development Strategic plan and classified staff involvement, no accessibility verbiage. Discussed the Halloween party – Oct. 29 possible date. Plans are in the works.

9. **Meeting Wrap-Up**
COMPASS students from Terra Linda are on campus tomorrow for a field trip. Sara mentioned

that it would be nice to let the COM community know that the retiree luncheon is happening as many of them were friends. Have moved coffee and dessert to Deedy so that folks can have time to reconnect. Look at strategic plan, vision. Will have Angelina Duarte with us at the next meeting to review her findings related to governance review.

10. Next Meeting – The next meeting is scheduled for October 15, 2015, 3:00 p.m., in the New Academic Center Conference Room.
11. Adjourn Meeting – Meeting was adjourned at 4:26 p.m.

October 15, 2015, 3:30 p.m.
Academic Center, Room 303, KTD

Present: David Wain Coon (via conference phone), Greg Nelson, Jonathan Eldridge, Patricia Seery, Martin Birmingham, Elle Dimopoulos, Eric Sitzenstatter, Christina Leimer, Becky Brown, Sara McKinnon, Debra Mathau for Laura McCarty, Kathy Joyner

Absent: Kristina Combs, Kim Foulger, Nicolas Jones, Laura McCarty, Monica Rudolph, Steve Dodson

Guests: Angelina Duarte, Derek Wilson

Committee introduced themselves and welcomed new student member, Martin Birmingham.

1. **Agenda** - *The agenda was approved by consensus with the addition of BP/AP 3530 Weapons on Campus for information and future action.*
2. **Minutes** - *The minutes from the September 10, 2015 meeting were approved by consensus.*

3. **President's Report**

Governance Review System –

Angelina Duarte gave a presentation describing her review of the current participatory governance system. She shared the plan purpose, her review processes and activities, the GRC suggestions for improvement and recommendations to the President, survey findings and emerging themes. Recommendations included increasing visibility, providing orientation, increased administrative leadership, considering chair elections prior to semester end, having some meetings at IVC or by videoconference, redefining quorum to simple majority without constituent requirement, updating the BP/AP information to the current process, considering addition of review/recommend BP/AP to committee charge within existing approval process, creating a Finance Committee as a subcommittee of PRAC, converting the Instructional Equipment Committee into an ad hoc committee to work through the Finance Committee, and to have meaningful dialog on the distinction between governance vs. operational management. Dr. Coon thanked Ms. Duarte for her work on this project and noted that this information will go back to the constituent groups for review and input and then come back to College Council.

TPC Progress with CS3 of Strategic Plan –

Derek Wilson presented a recommendation prepared by the Technology Planning Committee which they felt better defined and supported the technology needs of the college under CS3 of the Strategic Plan. There was significant discussion about the recommendation, whether it belonged in the strategic plan, the role of the strategic plan as a guiding document, condensing the information to fit within the strategic plan structure, and the need to accelerate the next technology plan and move forward. The recommendation was supported by the Academic and Classified Senates, but had not been reviewed with the Student Senate. As a result of the discussion it was agreed that CS3 would be removed from the Strategic Plan and the recommendation from the TPC will be sent to PRAC as part of the planning process and then to College Council. There was consensus with this decision.

Strategic Plan – *There was consensus to approve the Strategic Plan with the removal of CS3 as noted above.*

4. Modernization Report – No report

5. Board Policies and Procedures

BP/AP 3530 Weapons on campus - VP Nelson shared the updated versions of BP/AP Weapons on Campus, modified in accordance with SB 707, Further Restrict Firearms on Campus. These changes take effect January 1, 2016. The BP/AP will be sent to Senates for review.

BP/AP 3515 Reporting of Crimes was approved by consensus

BP 4030 Academic Freedom –Sara McKinnon noted that the Academic Senate made the suggestion to replace the word “unbiased” with “uncensored” as it relates to transmittal of knowledge. CC members agreed to move this policy forward for update purposes and to research whether this change would meet with the referenced Title 5 Section 51023.

Minimal Changes to BP/APs Discussion – Kathy Joyner asked for consideration of an expedited process to move policies and procedures with non-substantive changes (added references, code changes, editorial modifications) to the senates/college council for information rather than through an approval process. This would assist in revision and update of BP/APs in a timelier manner. The Committee agreed this made sense. The changes will be noted to the Board Policy/Procedure Review and Approval Process.

6. Board of Trustees Meeting –VP Eldridge reviewed the draft Board agenda for the October 20 meeting and noted that Trustees will be meeting in early study session moving forward in order to allow time cover all topics. He reviewed the study session items and regular meeting items.

7. Constituent Reports

ESCOM – Eric reported that ESCOM is in a transitional process with Carol Hildebrand and her staff. He noted there had been a problem with the registration renewal process and they are working on fixing it now. Clubs are thriving and a couple more have been added. Membership is at about 1400, down slightly and looking forward to moving into the IVC space soon. Also noted that emeritus members are not able to sign up for the Campus Police noticing system. Will work with VP Nelson on that issue.

ASCOM – Martin reported that ASCOM is working hard to reach out to students and get them involved in the participatory governance system. He noted that there were not many continuing students and many students are signing up for more than one committee. He also noted that ASCOM was looking for a way to reserve conference rooms or classrooms for club activities. VP Nelson noted that the new facilities use program would be available to them as well. The system should be in place in November and a presentation can be provided to ASCOM on how the system works.

Classified Senate –Elle reported that the recent survey on the Vision statement was completed by 19 individuals with 15 approving the statement. The Halloween event is happening on Thursday, October 30 from 11:30 – 1:30 and she encouraged everyone to attend. She also reported that the senate is in support of warehousing professional development on the web in one place and supports a workers rates consortium policy at COM.

Academic Senate – Sara reported that the Senate has been working on the Strategic Plan and the Vision and Value statements. They also recently reviewed the BSI report.

8. Meeting Wrap-Up

Items for follow-up or next agenda:

- Research AP 4030 requested change, BP/AP 3530 Weapons on Campus, other BP/APs, Technology Plan, Facilitron Demonstration.

9. Next Meeting – The next meeting is scheduled for November 12, 2015, 3:00 p.m., in the Academic Center Conference Room 303.

10. Adjourn Meeting – Meeting was adjourned at 5:00 p.m.

Approved 11/12/2015