COLLEGE COUNCIL MINUTES September 15, 2005 1:30 – 3:30 P.M., Bldg. 22, Room 114

As of 9/15/05 Members for 05-06 are:

Academic Senate – Ray Lapuz, Monica Malamud, Lesli Sachs, Ron Trugman Classified Senate – Margie Carrington, Jacqulyn Holley, Joan Murphy, Javier Urena, Mike Walsh, and Terry Watson Student Senate - Veronica Espinoza, Noel Chavez Administrative Reps – Jeanne Gross, Melissa Raby

<u>Members present:</u> Margie Carrington, Noel Chavez, Veronica Espinoza, Dianne Eyer (Outgoing Chair), Jeanne Gross, Jacqulyn Holley, Ray Lapuz, Monica Malamud, Joan Murphy, Melissa Raby, Lesli Sachs, Javier Urena, Terry Watson

<u>Ex-Officio</u>: Thomas Mohr, Interim President

Members absent: Patty Dilko, Academic Senate President, Ron Trugman

<u>Guests:</u> Regina Blok, Chuck Carlson, Kuni Hay, Linda Hayes, Robert Hood, Vickie Nunes, Bart Scott, Maggie Souza, Nathan Staples, Susan Traynor

Both Vice President Marilyn McBride and Interim President Thomas Mohr acknowledged and thanked Dean of Humanities Kuni Hay for all her work and contributions to Cañada College and noted that she will be sorely missed. A small reception with cake was held with everyone wishing Kuni well.

CONTENT PROCESS WHO 1) APPROVAL OF Motion made and seconded to approve minutes as submitted Monica Malamud MINUTES 5/19/05 Terry Watson 2) BUSINESS I. Election of College Motion made to nominate Monica Malamud. Marilyn McBride Council Chair Nomination seconded Dianne Eyer, Chair With no other nominations, Monica Malamud was unanimously named College Council Chair. College Council members Margie Carrington was unanimously named College **College Council** Council Co-Chair. members II. Role & Expectation Informed College Council members that College Council is Dianne Eyer of College Council an advisory group to the College President. Its members represent every part of the College with representation from Administration and Senates (Academic, Classified, and Student). Their primary role is to advise the College President on matters pertaining to budgeting, planning, program review, and governance issues. Members were asked to review the College Council Handbook & Bylaws, bi-monthly agendas and minutes, keep records, and move the group as consensus. President Mohr added that important major decisions are talked about at College Council.

The meeting began at 1:50 P.M. with the approval of the minutes.

III. Report from Budget & Planning Committee	 Last meeting was held on August 18th. Items discussed Budget & Planning Committee be seen as a Planning & Budget Committee, a formal body with regular meetings and minutes. Justification presented for EOPS Director - committee advised to move forward in hiring an EOPS Director for one year. Reminder on announcement for Dean University Center & Academic Support Services Clear processes asked for Administrative & Classified positions. Discussed Cañada's Strategic Plan and given Stategic Plan "The Planning Discipline" by William Cook to review Motion made and seconded to move forward with EOPS Director for one year 	Thomas Mohr. Interim President Margie Carrington Terry Watson
IV. Accreditation	Reported that we will be having a Site visit in Fall 2007. Accreditation is evidence that we are doing work well. Marilyn McBride is the Administrative Co-Chair and Alicia Aguirre is the Faculty Co-Chair. The timeline was reviewed and noted that an Accreditation Steering Committee will have to be formed soon. Ray Lapuz - SLO Coordinator, Bart Scott – Researcher, staff and the deans will be assisting in attaining the evidence needed to confirm work done. The four standards that need to be addressed are: I. Institutional Mission & Effectiveness II. Student Learning Programs & Services III.Resources IV.Leadership & Governance Six Themes that need to be addressed are: 1. Institutional Commitments 2. Evaluation, Planning & Improvement 3. Student Learning Outcomes 4. Organization 5. Dialogue 6. Institutional Integrity A group training will occur on 9/30 at CSM for all three Colleges which will give us a better understanding of what the commission is expecting. It is our hope to have someone from the Accrediting Commission come to Cañada and speak to our campus as a whole possibly at an All College Meeting.	Marilyn McBride, Vice President of Instruction
V. Enrollment	Reported that our District Office has asked all three College to increase their enrollment by 4.5% over a two year period.	Marilyn McBride, Vice President of Instruction

	 The District Office has earmarked \$1.5 million to be distributed District-wide to help fund enrollment growth initiatives at the three colleges. Each College will need to submit a plan for enrollment growth. Discussion ensued on ways to increase enrollment – items mentioned: Increase the schedule/Deans could identify new programs that are not too costly Hands on skill courses Biotechnology Technician/Dialysis Technician Outreach – identify staff to get out into the high schools/junior highs – teachers/parents, College Night, teacher focus groups Increase concurrent enrollment Retention – early intervention, support students, connect with services/counselors/Psych services 	
	 Adding classes that will enroll students Childcare/affordable housing Talk to non-energy/non engaged students Incentives 	
VI. College Wide Planning	 Handed out and reviewed the following documents Strategic Planning by Dr. William Cook pointing out the key elements in Strategic Planning. Members were encouraged to read this document. Data from our 2005 Summer Session. Reported that he has asked the Deans to talk to their Department Heads and ask what type of research data they would find helpful. 	Thomas Mohr, Interim President
VII. Safety Planning	Reported that our District, Cañada, CSM, and Skyline gave a Safety and Security presentation to our Board of Trustees at their last meeting on September 14. Cañada College has had two emergency table top drills (last one in Spring 2005) conducted by the Emergency Management Consultants using the SEMS (Standardized Emergency Management System). The College needs to conduct two major scenario practices, one during the day and one in the evening, with San Mateo County so that everyone knows what they are suppose to do. This topic will be discussed at an upcoming All College Meeting. President Mohr, Vice President of Instruction Phyllis Lucas-Woods, and Lead Security Pete Katsumis have met with Captain Don O'Keefe to discuss 911 response time and upcoming changes in the system.	Thomas Mohr, Interim President

3) SENATE UPDATES		
ASCC	• Raised \$1000 for Hurricane Relief Fund	Aja Butler, ASCC Coordinator
ACADEMIC SENATE	Appointed Faculty members to CommitteesList of Senate Priorities	Monica Malamud AS Rep
CLASSIFIED SENATE	• First meeting scheduled for 9/27/05	Terry Watson, Classified Senate President
4) DIVISION UPDATES		
BUSINESS & WORKFORCE	 Will be celebrating Halloween as "Celebrate Pat Hanada Day Scholarship" – refer to Student Services Update Suggested that money spent on Halloween go to Hurricane Relief instead 	Linda Hayes, Dean Business & Workforce Dianne Eyer
HUMANITIES	 Interim President Mohr met with Division to discuss process in hiring new Dean Selecting members for Screening Committee for Dean position 	Monica Malamud
SCIENCE & TECHNOLOGY	• Introduced new Dean, Victoria O'Donnell	Marilyn McBride, Vice President of Instruction
STUDENT SERVICES	 At their last meeting: Made Committee appointments Discussed sensitivity to expanding diversity – celebrating holidays Screening Committee needed for upcoming positions involving Student Support Services Grant 	Lesli Sachs
5) MATTERS OF PUBLIC INTEREST	 Arts & Olive Festival on October 2, 10 A.M. to 6 P.M. Breast Cancer – Walk Stride for A Cure" on 10/22 – contact Lesli Sachs for more information Eye Exams on 9/26 by appointment only Dr. Denise Swett to speak on Breast Cancer – Tuesday, September 27, 12:30 P.M., 3-142 hosted by PTK 	Linda Hayes Lesli Sachs
ADJOURMENT	The meeting was adjourned at 3:50 P.M.	Dianne Eyer