

College Council Committee Meeting

MINUTES

8.11.2021 3:30 PM – 4:45 PM

Attendance:

X	Jim Androy		Steve Ashpole Excused Absence	X	Layne Bladow		Jon Bolas Excused Absence
X	Jason Carroll		Beth Cummings (Guest) Excused Absence		ASG REPRESENTATIVE TBD		DeQuan Garnett Excused Absence
	Jean Hernandez (Guest) Excused Absence		Ken Harden		Nicholas Lutes Excused Absence		Johnny Hu Excused Absence
X	Mary Moseley	X	Beth Reichenbach		ASG REPRESENTATIVE TBD	X	Roland Robinson
X	Rhonda Sample	X	Peter Speelmon	X	Yifan Sun	X	Kimberly Towne
X	Jeff Wagnitz (Guest)		ASG REPRESENTATIVE TBD		Tiffany Williams Excused Absence		Lin Zhou Excused Absence

Call to Order:

The meeting was called to order at 3:15PM by, Roland Robinson.

TOPIC	REPORTS/DISCUSSION
MINUTES	1. Meeting Minutes reviewed for 7.28.21. Motion to approve meeting minutes as written. Motion by Beth, seconded by Peter.
CHAIRPERSON'S REPORT	<ol style="list-style-type: none"> 1. Starting October 13, Peter will move into the Chair position and Tiffany Williams will become Vice Chair. 2. The project groups are to be dissolved as of August 11, 2021. <ol style="list-style-type: none"> a. Members will not be required to stay within their previously assigned roles. Peter will determine if the project groups will be reinstated and allow for members to reassign themselves to new project groups. 3. The next College Council meeting will take place on October 13, 2021. <ol style="list-style-type: none"> a. All members are expected to continue to work on their assigned tasks until the next meeting. b. Peter will be working on the role College Council will play during Professional Development Day and Opening Day.
BITE OF ACCREDITATION	<ol style="list-style-type: none"> 1. College Council will present on Accreditation during the morning session of Opening Day for approximately 15 minutes. <ol style="list-style-type: none"> a. The focus will be on informing all staff what to expect and what their role in the process will be. 2. College Council will also host an hour-long breakout session on Accreditation in the afternoon on Opening Day. <ol style="list-style-type: none"> a. Roland, Peter and Steve will present on three of the four standards of accreditation. b. Peter requests volunteers to act as back-up for the Opening Day presentations. 3. College Council will participate in Professional Development Day in October. The goal will be to teach staff what their role in accreditation will be.

TOPIC	REPORTS/DISCUSSION
LIAISON REPORTING PROCESS DISCUSSION CONTINUED	<ol style="list-style-type: none"> 1. Official reporting process will begin next year. <ol style="list-style-type: none"> a. Roland and Mary have put together schedules for the reporting liaisons. 2. Roland presents Committee Meeting Schedule. <ol style="list-style-type: none"> a. Veterans committee meets on the 2nd Monday of every month. b. Faculty union meets on the 4th Wednesday once a quarter. c. Labor Management meetings for Faculty are paused during negotiations. Once meetings resume, the group will meet on the 2nd Mondays of each month. (tentative) d. Faculty Executive Board meets on the 2nd Tuesday of every month at 3:00pm. e. Library meeting times will be shifted to align with the College Council meeting schedule. f. Program Sustainability (PSA) meetings will have new dates starting Fall quarter.
RETREAT PLANNING	<ol style="list-style-type: none"> 1. The Retreat is tentatively to be held on November 4 – November 5. <ol style="list-style-type: none"> a. This date will be sent to Whatcom to confirm that they are available. If Whatcom is not available for that date, then the retreat will be pushed out to December. 2. The retreat will be used to talk to Whatcom to see their process for accreditation. Breakout sessions will be scheduled to allow Bates staff to meet with Whatcom staff to discuss specifics about their areas.
POLICIES	<ol style="list-style-type: none"> 1. Jean’s last day will be September 30. <ol style="list-style-type: none"> a. Jean will be working with the leads of each department that have policies still in progress. <ol style="list-style-type: none"> i. Human Resources has 12 policies in progress. ii. Instruction has 5-6 policies in progress. iii. IT has 1-2 policies in progress. iv. Library has approximately 3 policies in progress. v. Multiple policies were sent back for review by the College Council and will need to be returned to College Council for approval. <ol style="list-style-type: none"> 1. There are approximately 30 policies that are required that need approval in order for the College to meet base line compliance requirements. b. Jean and Lin have discussed how the policy process will look after her departure. 2. CP2650 <ol style="list-style-type: none"> a. IT and Finance have reviewed this policy. b. Suggested to clarify who is the responsible department to update the policy and procedure. c. Suggested to flesh out the policy further to clarify what the policy around social media is for the College. <ol style="list-style-type: none"> i. Currently the policy is written to state that the policy is to follow the procedure. ii. The policy does not address if the College will monitor staff and student personal social media accounts. d. Motion to return policy for further review with consideration for feedback given. Motion by Roland, seconded by Jim. <ol style="list-style-type: none"> i. CP2650PR <ol style="list-style-type: none"> 1. Suggested to take the indicated portions of the procedure and add them to the policy to create clarification on what the policy is. 3. CP3665 <ol style="list-style-type: none"> a. Suggested to be more specific on what portion of the 495A-140 WAC the Facilities Usage/Fee Schedule section references or to take off Fee Schedule.

TOPIC	REPORTS/DISCUSSION
	<ul style="list-style-type: none"> b. Motion to approve policy with consideration for feedback given. Motion by Steve (Kimberly as proxy), seconded by Rhonda. 4. CP4365 <ul style="list-style-type: none"> a. Motion to approve policy as written. Motion by Jim, seconded by Roland. 5. CP5685 <ul style="list-style-type: none"> a. There is a contradiction of where a victim should report to when experiencing sexual harassment. b. Suggested to remove complaints heading. c. Suggested to reword final line to "Questions about sexual harassment should be referred to the Human Resources office." d. Suggested to ensure that Human Resources office has reviewed the policy prior to approval. e. Motion to return policy for further review with consideration for feedback given. Motion by Jim, seconded by Mary. 6. CP5710 <ul style="list-style-type: none"> a. Motion to approve the policy as written. Motion by Roland, seconded by Jim. 7. CP6720 <ul style="list-style-type: none"> a. Uncertain at this time if the Curriculum and Assessment Committee will be broken into two factions permanently. b. Motion to approve the policy as written. Motion by Peter, seconded by Yifan.
MOVED TO NEXT MEETING	1.
PARKING LOT	<ul style="list-style-type: none"> 1. Lake Washington Council Handbook Adoption 2. Committee Structure 3. Communication
ACTION ITEMS	<p>NEW</p> <ul style="list-style-type: none"> 1. Kimberly to send out hold dates for College Council retreat 11/4 - 11/5. 2. Council members are to review the Lake Washington document on the College Council SharePoint site. <p>OLD</p> <ul style="list-style-type: none"> 1. Roland and Mary to put together a list of alternative reporting dates that non-pertinent committees can request to book to deliver their report to the council. (in progress) 2. Adopt or revise the priorities from 2019-2020 for improvement recommendations – Priority 3 (in progress)
Documents	
Adjourned: 4:45pm Next Meeting: 10.13.21	