

College Council Committee Meeting

MINUTES

10.13.2021 3:30 PM – 4:45 PM

Attendance:

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

Call to Order:

The meeting was called to order at 3:15PM by, Peter Speelmon.

TOPIC	REPORTS/DISCUSSION
MINUTES	1. Meeting Minutes reviewed for 8.11.21. Motion to approve meeting minutes as written. Motion by Beth, seconded by Jim.
CHAIRPERSON'S REPORT	<ol style="list-style-type: none"> 1. Peter met with President Lin to discuss College Council priorities. <ol style="list-style-type: none"> a. All policy reviews must be reviewed and approved by December 31, 2021. The Council is to focus on the content and concepts of the policies to ensure that the content is clear. <ol style="list-style-type: none"> i. An inventory list of policies that are to be reviewed is now available in the College Council's Policies for Review folder. Currently, there are approximately 20 policies that need to be reviewed by December 31. ii. The council will add more meeting dates to the calendar if needed in order to meet the December 31 deadline. b. The Attestation Report for Accreditation is due March 1, 2021. <ol style="list-style-type: none"> i. College Council is to review this report by February in order to meet the deadline. ii. The College will be adding these documents to the intranet for easy review access soon. c. Due to these pending deadlines, and the lack of full membership currently in the College Council due to lack of Associate Student Government members, all members are highly encouraged to make sure to attend all meetings. If a member is unable to attend an upcoming meeting, please designate a proxy and inform Peter Speelmon. 2. Tiffany Williams is currently out on family medical leave. At this time, her return date has not been determined. <ol style="list-style-type: none"> a. Beth Reichenbach and Roland Robinson will act as temporary Co-Vice Chairs for the College Council until her return.
BITE OF ACCREDITATION	1. The Accreditation subcommittee has not yet met.

TOPIC	REPORTS/DISCUSSION
LIAISON REPORTING	<ol style="list-style-type: none"> 1. Budget and Planning Committee <ol style="list-style-type: none"> a. Finance is kicking off the Supplemental Budgeting process. <ol style="list-style-type: none"> i. The committee will meet Friday, October 15, to begin planning. ii. An open house Q&A session is scheduled for Tuesday, October 19. iii. Faculty will be able to submit budget requests starting November 19. <ol style="list-style-type: none"> 1. At that time, budget requests will be passed on to the associated Deans for review and ranking. 2. After two weeks budget requests will go to the VPs (Vice Presidents) for approval. 3. Once VP approval is obtained, then the request will be forwarded to the Budget and Planning Committee for review. 4. Recommendations will then be submitted to Cabinet by January. 5. Recommendations will then be submitted to the President for approval. President approval is expected to be obtained by the first week of February. b. All College spending will be shut down for three weeks during April 2022 to prepare for ctcLink. <ol style="list-style-type: none"> i. The goal is to have ctcLink processes completed by February 1. ii. Nick is looking into how the College will be able to accommodate emergency spending during the month of April 2022. c. The College has received two new grants. Finance is determining how these funds can be utilized by the College. 2. Accessibility Committee <ol style="list-style-type: none"> a. The Accessibility Committee have broken into work groups that will be addressing four areas of focus for the next year. <ol style="list-style-type: none"> i. Mental Health Awareness ii. Training and Resources <ol style="list-style-type: none"> 1. The training developed will review resources and ways to make Bates more accessible to students with a focus on accessibility for students with mental health concerns. 2. Mental health is expected to be addressed in policies issued for legislature. A pilot program for Mental Health Counselors at community colleges is in process. <ol style="list-style-type: none"> a. Title III funding will be used to hire Retention Specialists. While Retention Specialists will not be licensed as Mental Health Counselors, they will help connect students with various resources to increase student ability to complete their education. iii. Website and Submissions iv. Partnerships with Outside Agencies b. Finance is to work with Chelsea Lindquist (Chair for the finance related sub-committee) or Tim Trussler (Chair of Accessibility Committee) to determine how funds are to be utilized. c. The goal of the Committee is to allow Faculty and staff to intervene and help a struggling student before they reach the point where they need to be in contact with a Mental Health Counselor. Referrals to Mental Health Counseling are still welcome, but other resources should be provided to the student as well.
STANDARD 2 CHAPTERS	<ol style="list-style-type: none"> 1. Standard 2 Chapters are available on the College Council intranet page under Working Documents > Accreditation > Standard 2 Drafts. <ol style="list-style-type: none"> a. Jeff shows 2C2_Draft4CollegeCouncil document. <ol style="list-style-type: none"> i. Highlighted areas indicate what must be addressed for the document to be considered complete. ii. The goal is to obtain feedback from the College Council by the end of January. iii. A questionnaire will be added to the Accreditation folder for members to complete.

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	iv. Members are encouraged to review all documents prior to December. 1. After December, the College Council will begin to focus on this area of accreditation.
RETREAT PLANNING	1. Kimberly reviews the College Council Retreat Budget . 2. Members will stay the night at Bellingham Comfort Inn. All meetings will occur on-site at the Whatcom Community College. 3. Members who would like to carpool to Bellingham for the upcoming retreat are encouraged to plan individual ride-shares.
RETREAT AGENDA	1. Peter shares the College Council Draft Retreat Agenda . <ol style="list-style-type: none"> a. A copy of the draft agenda will be shared with Whatcom Community College for feedback. b. Members are encouraged to submit agenda item suggestions to Peter by the end of day, Friday, October 15. 2. At this time, it is unknown whether Whatcom Community College had a steering committee for Accreditation. <ol style="list-style-type: none"> a. If there was a steering committee, it is suggested to have their counterparts meet with College Council members if available.
POLICIES	<ol style="list-style-type: none"> 1. CP2302 <ol style="list-style-type: none"> a. Motion to approve policy as written. Motion by Peter, seconded by Steve. 2. CP5210 <ol style="list-style-type: none"> a. Motion to return policy for further review with consideration for feedback given. Motion by Mary, seconded by Roland. 3. CP5230 <ol style="list-style-type: none"> a. Motion to approve policy as written. Motion by Steve, seconded by Roland. 4. CP5345 <ol style="list-style-type: none"> a. Motion to approve policy as written. Motion by Peter, seconded by Rhonda. 5. CP5400 <ol style="list-style-type: none"> a. Motion to approve policy as written. Motion by Roland, seconded by Steve. 6. CP5675 <ol style="list-style-type: none"> a. Motion to approve policy as written. Motion by Steve, seconded by Mary. 7. CP5685 <ol style="list-style-type: none"> a. Motion to approve policy as written. Motion by Peter, seconded by Steve. 8. CP5625 <ol style="list-style-type: none"> a. Requested RCWs have been added to the policy.
MOVED TO NEXT MEETING	1.
PARKING LOT	<ol style="list-style-type: none"> 1. Lake Washington Council Handbook Adoption 2. Committee Structure 3. Communication
ACTION ITEMS	NEW <ol style="list-style-type: none"> 1. Kimberly to update list of College Council Committee members in Teams channel. 2. Peter to share a copy of the College Council Retreat Agenda with Kimberly Towne and Whatcom Community College. 3. Members to submit agenda item suggestions for the College Council Retreat to Peter S. by Friday, October 15. 4. Peter or Johnny to follow up with Whatcom Community College to see if they had an Accreditation steering committee, and if so, if the College Council may meet with those members during their retreat.

TOPIC	REPORTS/DISCUSSION
	5. Beth R. to meet with Ken H. to review CP5210 and address suggested changes for the policy. OLD 1. Council members are to review the Lake Washington document on the College Council SharePoint site. 2. 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) 3. Adopt or revise the priorities from 2019-2020 for improvement recommendations – Priority 3 (in progress)
Documents	College Council Draft Retreat Agenda 2C2_Draft4CollegeCouncil Policies for Review College Council Retreat Budget
Adjourned: 4:45pm Next Meeting: 10.27.21	