



# COLLEGE COUNCIL MEETING

## MINUTES

**Date:** December 8, 2021

**Time:** 3:15 pm

**Facilitator:** Peter Speelmon - Chair

**Call to order:** 3:15PM CALLED TO ORDER BY CHAIR

**In Attendance:** X = Attended                      E = Excused                      (-) = Unknown

X	Name	X	Name	X	Name	X	Name
X	Peter Speelmon	X	Tiffany Williams	X	Yifan Sun	X	Jason Carroll
X	Mary Mosely	X	Rhonda Sample	E	DeQuan Garnett	E	Roland Robinson
X	Steve Ashpole	X	Beth Reichenbach	X	Nick Lutes	X	Johnny Hu
E	Jim Androy						

Minutes recorded by: Cynde Guidi

### Approval of Minutes from previous meeting:

The minutes from the previous meeting were tabled for further review.

### Standing or Committee Reports:

#### Chairperson Report

- 1) Last meeting of 2021 – need to try and get these policies approved if possible
  - a) One policy on the Agenda – DEI, Dee Nelons did not want the College Council to review this until the new HR Director is on board and can review it. Possible we should approve it as is and update it during the next review cycle.
- 2) Next focus will be on Accreditation documents which are on the SharePoint site, as a report needs to be prepared by Jeff Wagnitz in February 2022.
  - a) Should be less intense than policy review.
  - b) Form in SharePoint could be used for comments and or acceptance of docs.
- 3) College Council Retreat set for April 14 and 15, 2022.
  - a) Not sure what we will do. We were going to get together with Whatcom, but that has been cancelled.
- 4) Focus on the big picture and determine a central contact for policy processing and publishing.

### New Business:

#### 1) Review of Policies

- a) CP 5120 – Follow-up shared on this previously approved policy that the AG was contacted and got feedback that notification language was important for the college in terms of risk management.
- b) CP 5300 – Exempt Staff Leave Regulations

- i) Changed wording in Paid leave types to match policy content should read Personal Leave/Personal Holiday. Steve motioned with feedback considered to approve. Peter Seconded. Unanimously approved.
- c) CP 5610 – Non-Discrimination and Discrimination Complaints/Grievances. Council Discussion: Remove wording referencing CP5665 as it is not accurate for this policy. Checked with Ken on the deletion of this section. Shared that Lin suggested that the policy needs to be approved so something is on the books. Also remove last paragraph of the policy which had already been approved by Director of HR, Ken Harden. Motion: Steve Ashpole Second: Mary Mosely Approved unanimously.
- d) CP 6165 - Student Field Trips - Council Discussion: Contradictory language and organization of this policy. Question on curricular references. Not the most current copy being reviewed. Steve Ashpole pulled up the new policy and shared the updated version. Council Discussion: Cleaned up language to include family if otherwise qualified and volunteers as well. Do we specify international, or study abroad are not included: Yifan medical insurance and VISAs are specific requirements of the study abroad programs. Steve said they didn't build this around study abroad is not a part of this policy and should be a separate policy. Tiffany had questions about the Fire Program too. They have offsite training and satellite learning location. Carpentry and Electrical programs are not filling out forms for these types of labs. Johnny says he thinks they should fill out forms and follow this policy. Possibly VPs should discuss this. Introduce the form at the opening of the quarter. Steve sees this policy through a lens of more an observational trip that is different from the working offsite. Do we have a policy in place for worksite learning? There are agreements for childcare and co-ops. May need to create a policy that pertains to off campus worksites. The wording in the current policy indicates anytime they leave. They can do the agreement would be obtained once per quarter. Maybe it should be separate from the Offsite policy. Remove academic references? Make so it's related to Student Life for now and look at it and add to it later. Does it need to change to a 7000 policy? Yes, new number. Steve will rework and send out to the group limiting it to Student Life later to vote.
- e) CP 6500 – Intellectual Property Rights. Council discussion: Wanted to check with the LM group or unions. Added the WAC (Washington Administrative Code) reference to the policy. Johnny Hu, no issues with Unions. Only feedback, add reference to the WAC. Motion: Peter Speelmon Second: Tiffany Williams Unanimously approved.
- f) CP 7440 – Placement Services and Alternative Placement Options. Council Discussion: CASAS test is required. Competency based work experience for HS Students can be removed. Per Steve, competency- based comment should be removed. Intent is to say here are some of the ways we look at students being prepared for their specific placement that they will be placed accurately. Language on career advisor requirements for all students. Change wording to say all degree seeking students. Change to: Incoming students requiring placement in Math and English must meet with



a Career Advisor as part of the intake and registration process. Motion: Steve Ashpole  
Second: Rhonda Sample Unanimously Approved.

- a) Need to determine the agenda for the retreat.
  - i) Review goals and processes
- 5) Committee Liaison Reports –
  - a) Error on calendar now corrected.
  - b) Need to determine a volunteer to track who will be presenting to the council
    - i) Regular reporting set to start in January
    - ii) Called for volunteers to reach out to Peter Speelmon or Roland Robinson.

**Announcements:**

Next meeting is January 12, 2022

**Action Items:**

#	Assigned to/Status	Action Item	Notes
1	Beth Reichenbach, Peter Speelmon, Cynde Guidi	1) E- Vote tool using SharePoint	1) DEI Policy 2) Field Trip Policy

**Adjournment:**

Adjourned at 4:44 pm.