



# COLLEGE COUNCIL MEETING

## MINUTES

Date & Time: Wednesday, July 13, 2022 3:15 p.m.

Meeting Format/Location: Zoom only

Facilitator: College Council Chair - Peter Speelmon

Attendees: X=Attended E=Excused U=Unknown

X	Peter Speelmon	E	Steve Ashpole	X	Jeff Wagnitz	U	Jim Androy
X	Layne Bladow	U	Lin Zhou	U	Nick Lutes	X	Rhonda Sample
X	Roland Robinson	E	Jon Bolas	X	Mary Moseley	E	Beth Reichenbach
X	Cajetan Martin	U	Yifan Sun	U	Johnny Hu	E	Beth Cummings
X	Trevor Moore	X	Liberty Olson	E	Jason Carroll		

Minutes by: Cynde Guidi

## Roll Call

## Review Meeting minutes for the last couple of meetings

Minutes from the previous meeting were not available.

## Chairperson's Report

- 1) Summer quarter is busy. ctLink is Live and working with a few tweaks still needed.
- 2) Accreditation will be our focus through Spring.
  - a. College Council, Student Services, Instruction and were supposed to write a section each however President Zhou has made some changes in those assignments. Info to follow.

## Committee Liaison Reports

- 1) **Curriculum & Assessment Committee Report by Peter Speelmon**
  - a. Updates coming Opening Day and there is a new curriculum process coming in the form of an online tool called Watermark. It will speed and streamline the process. Assessment Task Force (ATF) is doing some work to refine the Student Learning Outcomes Assessment (SLOA) by developing a form they are hoping to roll out in the fall. This will replace the Word doc they've historically used.



**2) Safety Committee**

a. March was the last meeting attended to by Liaison Roland Robinson. Roland shared the Safety Committee SharePoint site. Where documents are stored. This committee is structured according to State WACs. Roland shared that the committee reviews standard topics at each meeting and showed the council the Agenda topics from the June 16<sup>th</sup> meeting:

- Review Employee Incident Reports
- Accident Investigation Review Status
- Review and Evaluate Employee Suggestions
- Promotions and Publicity on Public Safety
- Review, evaluate and recommend changes in Safety/Health Plan
- Review Safety and Health Inspections to Help Correct Safety Hazards
- Old business: Air quality Central Campus Bldg. A
- New Business
- Good of the Order
- Next Meeting July 21<sup>st</sup>
- Adjournment

Note: A report was generated by the safety committee regarding the Air Quality at Central Campus and monitoring of air quality is being done by the College.

Members: Chair: Adam Cabeza, Vice Chair: Ray Richardson, Secretary: Karen Fortis, Taina Anderson, Jeanene Pedee, Kelli Rice, Rosemary Papago, Joe Brewer, Cameron Lefreniere, Joseph Cower, Dee Nelons, Pam Simpson, Trent Aldan.

A question was posed as to how to report safety concerns? Suggested to reach out directly to one of the Safety Committee Members.

After reviewing the Safety Committee SharePoint site discussion regarding the College Council Teams Channel revealed that we could utilize it more efficiently.

**New Business**

**1) College Policy Process**

- a. HR was asking about some policies that need some minor changes.
  - i. The process of future policy review has not yet been launched and this will be a topic on the next meeting agenda.

**College Council Bylaw Review**

Section	Topic	Remove	Add/Update	Notes
Article V	Committees			CC Retreat notes reviewed. Do these match current state?



Section	Topic	Remove	Add/Update	Notes
				Add to next meeting agenda.
V.1	Definitions		(2nd sentence after "A") standing	
V.2	Special Committees	(3rd Sentence before standing) special		
V.3	Term of Office	(1 <sup>st</sup> Sentence before standing) Special		
V.4	Quorum/Special Committees			Suggested that language should be added to confirm that that quorum can be established either in Person/Zoom/Hybrid. Determined that we would leave it the way it is for now. A decision will be made on meeting format in the future and revisit.
VI.3		Following Administrative Support Resource add "person"		
VI.6	Conduct of the Meeting	Following Administrative Support Resource add "person"	Change "Chairperson: to "Chair"	Here and throughout the doc.
VII.1	Changes and Revisions			Just need to update current revision date.

### Accreditation – Opening Day/Professional Development Day

Opening Day/Professional Development Day (September 21/November 10<sup>th</sup>) – Chair Speelmon asked if Council wanted to add some info related to Accreditation to the event agenda. Possibly breakout session in the afternoon. Mock visits have been suggested to aid staff in being prepared. If not on this day then another. Suggested at later professional development day. Agreed to do a breakout session and to develop some ideas like SLOA process and how it fits into Accreditation. Review scorecards and reports, share the data. Possibly develop a special event later. Aiming to demystify the whole process with meaningful preparation.

Jeff Wagnitz is tasked with scheduling evaluators to review our prepared docs and provide feedback. They will likely be scheduled in January or February.

Roland Robinson mentioned that a group of the Council members that are part of the communication group. 4 or 5 members who agreed to be a part of that communication process out to the college. Wants to schedule a regular meeting (Task Force) to begin moving the process.

## Adjournment

Meeting adjourned at 4:15 p.m.

