

## SBVC College Council MINUTES December 11, 2013

Gloria Fisher, SBVC Interim President, Chair  
 Jeremiah Gilbert, Academic Senate President, Co-Chair  
 Brandon Brown **A**  
 Joe Cabrales **A**  
 Marco Cota **A**  
 Colleen Gamboa **A**  
 Rania Hamdy  
 Leticia Hector **A**

Rick Hrdlicka  
 Celia Huston  
 Haragewen Kinde  
 Sheri Lillard **A**  
 James Smith  
 Scott Stark  
 Cassandra Thomas

TOPIC	DISCUSSION and ACTION
Approval of November 13, 2013 minutes	Rick motioned to approve the minutes with the correction to the date listed on minutes, James second, all were in favor and the minutes were approved.
College Hour – G. Fisher	<p>Dr. Fisher announced her interest in having a <i>College Hour</i> on campus and the implementation of it this spring semester. Dr. Kinde will finalize times and days of <i>College Hour</i> to be piloted should this group vote to approve it.</p> <p><i>College Hour</i> is a time for students to connect with the campus and campus activities while courses are not held during an hour time frame, 2 days of the week. The schedule will change from semester to semester depending on the class schedule.</p> <p>Dr. Fisher requested a motion to approve the adoption of College Hour at this campus. Rick motioned to approve, Casey second, all were in favor and the motion carried.</p>
Communication Flowchart – C. Huston	<p>Celia reviewed the communication flowchart with the group. The group discussed the flowcharts appearance and Celia made modifications to the flowchart on the spot. The document has been approved by the managers and will be shared with Academic Senate at their next meeting.</p> <p>Dr. Fisher requested a motion to approve the adoption of the communication flowchart, Celia motioned, Rick second, all were in favor, and the document was approved as modified (see attached). Dr. Fisher requested the group share the document with their constituencies.</p>

Organizational Handbook – G. Fisher	Dr. Fisher revisited discussion of the <i>Organizational Handbook</i> , as discussed in previous meetings, and asked the group to review the document with their constituent groups for input and bring feedback to this group at the January meeting as a means to start the process for developing the <i>Organizational Handbook</i> . Once the first draft has been complete it will go through the process of approval for adoption. Should there be no response to the requested at the next meeting, Dr. Fisher will assign the task to an ad hoc committee.
Request for funding form – G. Fisher	Dr. Fisher presented the draft <i>Request for Funding</i> form for the due process of requesting emerging, one-time funding through College Council. Discussion of edits and recommendation of approval path, cover sheet with directions and notification mechanism ensued.  Stacy will make modifications to the application and bring the 2 <sup>nd</sup> draft for review at the next meeting.
AP 3570 Smoking – J. Gilbert/G. Fisher	Jeremiah presented the current smoking policy (BP3570) and reviewed proposed changes of language to include electronic cigarettes with the group.  Dr. Fisher requested a motion to approve the change of language to the smoking policy (BP3570) as presented by Jeremiah (attached). James motioned, Scott second, all were in favor and the motion carried. The BP will be presented at the next District Assembly meeting.
Committee Evaluation form update – J. Smith	James presented the revised committee self-evaluation survey as discussed in previous meetings. The survey is currently online.  After a brief discussion on dissemination of the survey and data collection, the group consented to have James send the link for the survey to the committee chairs who will be charged with sending the survey to committee members for participation, and survey results will automatically go back to James for data collection. This will be done once a semester for evaluation of committees.
Strategic Planning – J. Smith	The Strategic Plan is in the final stages, the committee will meet one more time to finalize the draft and a brochure will be made.
Campus Needs Funding Flowchart – S. Stark	Scott reviewed the <i>Campus Needs Funding Flowchart</i> with the group and requested input from the group. Discussion regarding recommended edits and clarification of the process ensued.  Dr. Fisher requested a motion to approve the flowchart with recommended edits. Rick motioned, Scott second, all were in favor and the motion carried.

SBVC Fund Balance Report – S. Stark	Scott reviewed the fund balance with the group.
AP2225 – J. Gilbert <ul style="list-style-type: none"> <li>• Program Review</li> <li>• Basic Skills</li> </ul>	<p>Jeremiah proposed changes to the committee charge and membership of Program Review (see attached) within the AP2225. After a brief discussion, Dr. Fisher requested a motion to approve the proposed changes as presented by Jeremiah. Celia moved, Rick second, all were in favor and the motion carried.</p> <p>Jeremiah proposed changes to the committee charge and membership of Basic Skills (see attached) within the AP2225. After a brief discussion, Dr. Fisher requested a motion to approve the proposed changes as presented by Jeremiah. Celia moved, James second, all were in favor and the motion carried.</p>
Committee Reports	Rick shared with the group that Campus Technology has finished its move to the new Campus Technology portables on campus.
<b>OTHER:</b>	

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