

COLLEGE OF SAN MATEO

College Council Meeting Summary

College Council meetings are open to all members of the campus community

Meeting of February 7, 2007

Members Present: Linda Avelar, Jeremy Ball, Michael Barkoff, Alain Cousin, Tom Diskin, Jennifer Hughes, Matt Kaidor, Bev Madden, Annette Perot, Harry Simms, Grace Sonner

Members Absent: Diana Bennett, Lilly Cappelli, Mike Claire, Fauzi Hamadeh, Chris Knox-Davies

Review of the Agenda

The budget update was moved to the next meeting. In Mike Claire's absence, Grace Sonner presented the items on instructional equipment allocations and new faculty recommendations.

Review of the Summary of December 6, 2006

Student Parking Proposal was amended to include the word "staff" to specify the type of parking permit.

Strategic Objectives – Progress Report

Council had received an electronic copy of the Strategic Objectives Progress Report for review prior to the meeting. Valerie explained that budget information was being collected about each of the actions steps and that information will be integrated into the final report in May. Published copies of the college's strategic plan were distributed.

Update on Smoking Issues

Linda summarized developments on smoking issues over the course of the past semester, including an amendment to board policy allowing the colleges to develop more restrictive policies. She met with John Sewart to discuss conducting a campus survey on the issue. John presented a draft of a survey which Council discussed. Several suggestions will be incorporated into the survey. Linda and Valerie will draft a cover memo to accompany the survey. Council will have the opportunity to review it prior to its distribution. To ensure that potential changes are considered in facilities master planning, Council will act swiftly on this project.

Strategic Planning Committee Report

In her role as the new chair of the committee, Linda reported that the committee is integrating budget information into the planning process. Also, the committee reviewed the mission statement and concluded that it is still current; the last revision was in 2005 to reflect the work on SLOs and assessment. All three colleges will bring their respective mission statements to the Board for approval in March. The group

also reviewed College Council's planning calendar and made suggestions for its revision; it will be posted with other planning documents on the college intranet site. At the next meeting, the group will identify themes from program review summary reports that will inform the development of next year's action steps.

Instructional Equipment Allocations

Grace Sonner distributed a memo explaining the instructional equipment fund allocation recommendations for 06-07. She described the process to determine which programs/divisions receive funds which begins with dialogue at the division level. Deans and academic senate president review and prioritize requests resulting in the recommendations to College Council. She reminded Council that undergoing program review is a criterion for a program to be considered for these funds. The current allocations include: \$516,985 from Instructional Equipment for classroom equipment; \$295,035 from Lottery Funds for instructional materials and supplies; and \$267,089 from Career and Technical Education, one-time funds for occupational education. Council asked for a correction which will be made; based the correction, Council approved the recommendation, by consensus.

New Faculty Recommendations

Grace presented new faculty recommendations (which followed the same criteria and process described for instructional equipment allocations). Four new faculty positions are being recommended for 2007-08: math, English, cosmetology and ethnic studies. These positions are critical to increasing enrollment and FTES. By consensus, Council approved the recommendation.

Announcements:

** The second draft of the accreditation self study is posted on the college's intranet and a hard copy is in the library. Council was reminded to submit comments no later than 2/28.

**At the AACU national conference in New Orleans, CSM was one of three institutions to be recognized for innovative projects; CSM's recognition was for its work in integrative learning and specifically for implementing e-portfolios.

**The Planetarium Ribbon-Cutting ceremony will take place on Friday, Feb. 23, 2:30pm.

**On Feb. 10, CSM Connects will host the annual service and leadership conference.