

COLLEGE OF SAN MATEO

College Council Meeting Summary

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

Meeting of Sept.19, 2007

Members Present: Jeremy Ball, Amber Bruce, Mike Claire, Tom Diskin, Susan Estes, Fauzi Hamadeh, Jennifer Hughes, Matt Kaidor, Daniel Keller, Bev Madden, Kathy McEachron, Olena Mykhaylichenko, Roger Nishimoto, Annie Theodos, Andreas Wolf

Review Meeting Agenda: No changes were made

Members Absent: All members present

Smoking Policy: Jennifer Hughes, chair of the subcommittee working on issues involved in implementing the change in smoking policy, distributed a proposal on designated smoking areas. She described the background leading up to the proposal, the process the committee followed and its guiding principles. The committee was a shared governance body with representation from all four constituency groups and included smokers and non-smokers.

Initially nine locations for temporary smoking areas were identified, however, after review by facilities staff, two were eliminated due to slope and grade issues, leaving 7 sites. An eighth site near Buildings 2, 3 4 is yet to be determined. She also reviewed the comprehensive communication campaign that will be conducted to assist with implementation. Council members were asked to share this proposal with their constituency groups and bring feedback to the Oct. 3 meeting for a decision.

Accreditation: Mike Claire explained that on Oct. 23-25, the college will have a visit from an accreditation team consisting of 10 members that will be conducting a peer review of the college. The team members will be well-prepared when they visit CSM as they are currently reviewing our self study and a significant amount of documentation that supports the report. The team will want to meet with members of Council; the meeting day and time will be announced in the coming weeks. He reminded Council that the self study is online and encouraged members to review portions of it, particularly the recommendations that we have established for the college.

Strategic Planning: Jennifer Hughes reported that an educational master plan committee is being formed with Jeremy Ball and Andreas Wolf serving as co-chairs; the rest of the committee is being finalized. A draft of the plan is scheduled to be completed in March and will be presented to College Council. A strategic marketing plan is being drafted and will be a part of the educational master plan. The district will develop a 6-year strategic planning cycle and will soon form a shared governance committee with representatives from the three colleges. The Strategic Planning Committee is interested in using research for its planning efforts.

Spirit of CSM: Fauzi distributed a brochure describing the new Spirit of CSM award and reviewed the background and described the process and criteria the committee followed in developing the award. Nominations will be open through March 7; a subcommittee of College Council will review nominations and bring recommendations to the college president and Council in April. Recipients will be announced in time to be included in the scholarship convocation and commencement programs. The award will be in the form of contributions made in the names of the recipients to the SMCCC Foundation to support CSM students; recipients will also have their names added to a special plaque that will be located in the President's Office.

Strategic Objectives:

At the previous meeting, Mike asked Council members to review the leads assigned to each of the action steps and propose additions or corrections to the list. A suggestion was made to add the Budget Subcommittee as a lead to S.O. 6a, "To develop a 2-3 year financial plan based on a set of assumptions." This suggestion will be incorporated into the document.

Administrative Reorganization:

At the previous meeting, Mike presented the proposed administrative reorganization and asked Council members to consult with constituent groups for feedback. While some members expressed concerns about the changes, he indicated that we would work through a process that would minimize the impact to various affected areas/operations. Council indicated its support for the reorganization by a show of consensus.

Parking Permits for ASCSM

Fauzi distributed a proposal that would grant six employee parking permits to members of CSM's student government and explained the process that would be followed in determining which students receive the permits. He also informed Council that the proposal is basically the same as the one that Council approved last year, but increases the number of permits from five to six. Council members will be asked to make a decision at the next meeting.

Facilities Planning Update:

Mike reminded Council that it is the official oversight group for facilities planning and improvement projects at the college. He explained that there are two major types of construction projects: 1) renovations which include the Building 16 facelift and elevator, Building 18 retrofit, Buildings 14, 2 and 4 renovations, changes made to transform Buildings 10, 11 and 12 into swing space and restroom renovations; and 2) design-build process for new construction. This process is currently in the bidding stage; bids are due by 10/30 and will be made public in early November. Once the design-build team is selected, preliminary designs will be made public and there will be a nine-month planning cycle that will involve the end users.

Announcements:

** The Ice Cream Social/Faculty Service Awards Ceremony will be held on Tuesday, Oct. 2 from 12:30-2pm in the Staff Dining Room.

Submitted by V. Anderson