

COLLEGE OF SAN MATEO

College Council Meeting Summary

November 2, 2011

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

Members Present: Juanita Celaya, Michele Haggar Jennifer Hughes, Paige Kupperberg, Medelline Lowe, Dave McLain, Daniella Medeiro, Eileen O'Brien

Members Absent: James Carranza, Mike Claire, Susan Estes, Charlene Frontiera, David Locke, Matt Schmeeckle

Review Meeting Agenda: Moved the agenda item, Budget Update from Item 6 to Item 4.

Review Meeting Summary of 10/5/11: corrected spelling of Michele Haggar's name; added "and" to the North Gateway Project summary.

Review of College Mission, Vision, Values and Diversity Statements

Jennifer Hughes, co-chair of the Institutional Planning Committee (IPC) explained that a subcommittee of the IPC was charged with drafting revised College Mission, Vision, Values and Diversity statements as part of the self-evaluation process for accreditation. She introduced Henry Villareal, Laura Demsetz and Bev Madden, as the members working on the draft. Henry reported that the group reviewed the current statements and has provided a draft of statements and noted that the Values and Vision statements have been combined into one document. Laura emphasized the importance in getting the content right, as the statements "...drive all of our decisions." The next step in the process is to share the documents with the college community and ask for comments. Council will begin to report feedback at the December meeting, however, since several members are not in attendance, the opportunity to provide feedback will be extended. Once the final documents have been adopted by College Council and recommended to the president, they will be submitted for Board approval.

Budget Update

Henry Villareal, co-chair of the Budget Planning Committee, reported that the college's budget is in relatively good shape. For 2011-12, CSM's total budget is \$28 million; of that amount, \$22 million is dedicated to operational costs and the remaining \$6 million will finance employee benefits. He explained that the District Office had managed the budget for benefits until this year, when that function was moved to the colleges. He also reported that CSM's share of Measure G funds for 2011-12 is \$1.8 million. Of that amount, \$1.3 will fund classes and the remainder will fund classified positions which support the instructional program. Finally, Henry reported that the president has established a reserve fund that equals five percent of the total operating budget.

Student Grievance Procedures Draft

Jennifer Hughes asked Council for the comments that members have received from their constituents about the draft of the Student Grievance Procedures. A number of suggestions were made; however, with several members absent, Jennifer suggested that additional feedback be presented at the December 7 meeting.

Smoking Task Force Update

Jennifer presented a summary of the Smoking Task Force meeting on October 12. The group agreed that the current policy is working rather well and does not recommend moving toward a more restrictive policy. The college will continue to promote the policy at the beginning of each semester through messages to students and signage around campus. The task force is considering a recommendation to purchase shelters, similar to those used by busses; the group has developed a list of possible locations for the shelters.

Announcements

** New degree audit software will go live later this week which will be very useful for college staff and students. It is expected to be a helpful tool for analyzing student progress toward degree completion. Students will be able to access the software throughout WebSMART.

** On Nov. 19 there will be a Job Fair in College Center. It will feature 30-40 employers and a business panel.