REDWOODS COMMUNITY COLLEGE DISTRICT

Minutes of the College Council Meeting
7351 Tompkins Hill Road, Eureka, CA, Board Room
Monday November 3, 2014

MEMBERS PRESENT
Jerred Scheive, Dustin Scheive, Lee Lindsey, Steve Sandeen, Debbie Topping, Pru Ratliff, Keith Snow-Flamer, Dan Calderwood, Philip Mancus (phone), Peter Blakemore, Kathy Smith

Others Present: Michelle Anderson, Ron Waters, Allison Stull, Katie Dunleavy, Roberta Farrarr, Sally Urban, Connie Wolfsen

MEMBERS ABSENT
Ahn Fielding,

CALL TO ORDER
Kathy Smith called the meeting to order at 3:07 p.m.

MINUTES DATED 10/6/2014
A motion was made by Dan Calderwood and seconded by Pru Ratliff to approve the minutes from the 10/6/2014 College Council meeting. A vote was taken and Council voted unanimously to approve the 10/6/2014 College Council meeting minutes as presented.

NEW BUSINESS

ACCJC RESPONSIBILITY MATRIX
College Council reviewed the ACCJC Responsibility Matrix as it relates to the Council.

Council members were urged to be aware of the role of College Council as it relates to accreditation.

COLLEGE COUNCIL DESCRIPTION
Council reviewed the current scope of College Council and discussed that the format needs to be changed to the new standard committee scope structure.

It was stated that a subcommittee should meet to discuss the scope and how to best reformat it.

Steve Sandeen and Peter Blakemore agreed to meet with President Smith and Kimberly to review and revise the document.

BP 2716 POLITICAL ACTIVITY
BP 2716 Political Activity was reviewed and revised by a subcommittee of the Board of Trustees.

A motion was made by Keith Snow-Flamer and seconded by Jerred
Scheive to send BP 2716 Political Activity out for a 30 day constituent Review.

**ACTION** A vote was taken and Council voted by a majority vote to send BP 2716 Political Activity out for a 30 day constituent review. Council member Jerred Scheive abstained from voting.

**BP 2717 PERSONAL USE OF PUBLIC RESOURCES**

There are no changes to BP 2717 Personal Use of Public Resources.

A motion was made by Peter Blakemore and seconded by Pru Ratliff to send BP 2717 Personal Use of Public Resources out for a 30 day constituent review.

**ACTION** A vote was taken and Council voted unanimously to send BP 2717 Personal Use of Public Resources out for a 30 day constituent review.

**BP 2720 COMMUNICATIONS AMONG BOARD MEMBERS**

Council member stated that the addition of the second paragraph may negate the need for the first paragraph.

It was stated that a period needs to be added after the last sentence in the first paragraph.

A motion was made by Jerred Scheive and seconded by Pru Ratliff to send BP 2720 Communications Among Board Members out for a 30 day constituent review contingent upon the aforementioned changes.

**ACTION** A vote was taken and Council voted unanimously to send BP 2720 Communications Among Board Members out for a 30 day constituent review contingent upon the aforementioned changes.

**BP/AP 3504 MISSING STUDENT NOTIFICATION**

Draft BP and AP 3504 Missing Student Notification are the result of a Department of Education Audit recommendation.

The policy and procedure were drafted using CCLC League Templates.

Council member suggested adding the word “and” to the last line of the first paragraph.

A motion was made by Jerred Scheive and seconded by Peter Blakemore to send BP and AP 3504 Missing Student Notification out for a 30 day constituent review contingent upon the aforementioned change.

**ACTION** A vote was taken and Council voted unanimously to send BP and AP 3504 Missing Student Notification out for a 30 day constituent review contingent upon the aforementioned change.
BP/AP 3506 TIMELY WARNINGS

BP/AP 3506 Timely Warnings was drafted as a result of the Department of Education audit recommendations.

This policy and procedure are legally required.

Council member suggested revising the language so that all campus locations are included. It was suggested that the term “district wide” be used.

A motion was made by Pru Ratliff and seconded by Steve Sandeen to send BP and AP 3506 Timely Warnings out for a 30 day constituent review.

A vote was taken and Council voted unanimously to send BP and AP 3506 Timely Warnings out for a 30 day constituent review.

BP/AP 3515 CRIME REPORTING

BP and AP 3515 Crime Reporting were drafted as a result of the Department of Education audit recommendation.

The policy and procedure state that crimes that are reported to the Public Safety Department must be documented and/or reported to local law enforcement.

A motion was made by Jerred Scheive and seconded by Steve Sandeen to send BP and AP 3515 Crime Reporting out for a 30 day constituent review.

A vote was taken and Council voted unanimously to send BP and AP 3515 Crime Reporting out for a 30 day constituent review.

BP/AP 3516 REGISTERED SEX OFFENDER INFORMATION

BP and AP 3516 Registered Sex Offender Information was drafted as a result of the Department of Education audit recommendation.

Council member stated that the College is in the process of working with the Sheriff’s Office to get a list of registered sex offenders each semester.

A motion was made by Jerred Scheive and was seconded by Steve Sandeen to send BP and AP 3516 Registered Sex Offender Information out for a 30 day constituent review.

A vote was taken and Council voted unanimously to send BP and AP 3516 Registered Sex Offender Information out for a 30 day constituent review.
BP/AP 4231 GRADE CHANGES

There are no changes to BP 4231 Grade Changes.

AP 4231 Grade Changes was revised using ED Code as well as the CCLC template.

Council member suggested that BP and AP 4231 Grade Changes go to ASPC for review before returning to College Council and being sent out for constituent review.

Council member stated that it would be beneficial to review BP/AP 4231 Grade Changes alongside BP and AP 5530 Student Complaints Other than Grades and Grading Complaints or Illegal Discrimination.

A motion was made by Peter Blakemore and seconded by Steve Sandeen to table BP and AP 4231 Grade Changes so that it can be reviewed by the ASPC prior to returning to College Council.

ACTION (Tabled) A vote was taken and Council voted unanimously to table BP and AP 4231 Grade Changes so that it can be reviewed by ASPC prior to returning to College Council.

BP/AP 5050 ARTICULATION

A motion was made by Keith Snow-Flamer and seconded by Lee Lindsey to table BP and AP 5050 Articulation until the December meeting.

ACTION (Tabled) A vote was taken and Council voted unanimously to table BP and AP 5050 Articulation until the December meeting.

BP 5130 FINANCIAL AID

BP 5130 Financial Aid was drafted as a result of the Department of Education audit recommendation.

Council member stated that Superintendent/President needs to be changed to President/Superintendent.

A motion was made by Keith Snow-Flamer and seconded by Debbie Topping to send BP 5130 Financial Aid out for a 30 day constituent review.

ACTION A vote was taken and Council voted unanimously to send BP 5130 Financial Aid out for a 30 day constituent review.

BP 5500 STANDARDS OF CONDUCT

Council member suggested removing the “or” in “and/or”.

A motion was made by Keith Snow-Flamer and seconded by Steve Sandeen to send BP 5500 Standards of Conduct out for a 30 day constituent review.
**ACTION**  A vote was taken and Council voted unanimously to send BP 5500 Standards of Conduct out for a 30 day constituent review.

**BP 5530 STUDENT COMPLAINTS OTHER THAN GRADES AND GRADING COMPLAINTS OF ILLEGAL DISCRIMINATION**

Council member stated that earlier in the meeting it was suggested that BP 5530 Student Complaints other than Grades and Grading Complaints of Illegal Discrimination be reviewed alongside BP and AP 4231 Grade Changes.

A motion was made by Peter Blakemore and seconded by Dan Calderwood to table BP 5530 Student Complaints Other than Grades and Grading Complaints of Illegal Discrimination until the December meeting.

**ACTION (Tabled)**  A vote was taken and Council voted unanimously to table BP 5530 Student Complaints Other than Grades and Grading Complaints of Illegal Discrimination until the December meeting.

**OLD BUSINESS**

**BP 2010 BOARD MEMBERSHIP**

There was no constituent feedback on BP 2010 Board Membership.

A motion was made by Dan Calderwood and seconded by Lee Lindsey to send BP 2010 Board Membership to the Board for a first read.

**ACTION**  A vote was taken and Council voted unanimously to send BP 2010 Board Membership to the Board for a first read.

**BP 2015 STUDENT TRUSTEE**

There was no constituent feedback on BP 2015 Student Trustee.

A motion was made by Steve Sandeen and seconded by Dustin Scheive to send BP 2015 Student Trustee to the Board for a first read.

**ACTION**  A vote was taken and Council voted unanimously to send BP 2015 Student Trustee to the Board for a first read.

**BP 2100 BOARD ELECTIONS**

There was no constituent feedback on BP 2100 Elections.

A motion was made by Debbie Topping and seconded by Pru Ratliff to send BP 2100 Board Elections to the Board for a first read.

**ACTION**  A vote was taken and Council voted unanimously to send BP 2100 Board Elections to the Board for a first read.
BP/AP 2105 ELECTION OF A STUDENT MEMBER

There was no constituent feedback on BP/AP 2105 Election of a Student Member.

Council member asked for clarification regarding the nomination process.

Council member suggested that the policy be send back to the Board Subcommittee with a question regarding who can nominate a student trustee.

(I had a hard time understanding the recording, but I believe there was another thing Council wanted clarification on. Do you remember what it was?)

A motion was made by Jerred Scheive and seconded by Steve Sandeen to send BP and AP 2105 Election of a Student Member back to the Board Subcommittee for revisions.

ACTION (Tabled) A vote was taken and Council voted unanimously to send BP and AP 2105 Election of a Student Member back to the Board Subcommittee for revisions.

BP 2210 OFFICERS

There was no constituent feedback on BP 2210 Officers.

A motion was made by Keith Snow-Flamer and seconded by Dan Calderwood to send BP 2210 Officers to the Board for a first read.

ACTION A vote was taken and Council voted unanimously to send BP 2210 Officers to the Board for a first read.

BP/AP 2740 BOARD PROFESSIONAL DEVELOPMENT

There was no constituent feedback on BP and AP 2740 Board Professional Development.

A motion was made by Dan Calderwood and seconded by Keith Snow-Flamer to send BP and AP 2740 Board Professional Development to the Board for a first read.

ACTION A vote was taken and Council voted unanimously to send BP and AP 2740 Board Professional Development to the Board for a first read.

BP/AP 6331 COMPUTER LOAN AND EMPLOYEE TECHNOLOGY PURCHASE PROGRAM

A motion was made by Jerred Scheive and seconded by Dustin Scheive to table BP and AP 6331 Computer Loan and Employee Technology Purchase Program until the December Meeting.

ACTION A vote was taken and Council voted unanimously to table BP and AP
(Tabled) 6331 Computer Loan and Employee Technology Purchase Program until the December Meeting.

ADJOURN        President Kathy Smith adjourned the meeting at 5:04 p.m.