



**COLLEGE COUNCIL MEETING**  
**Thursday, November 8, 2007**  
**Admin #109, 3:00 p.m. – 5:00 p.m.**  
**DRAFT**

Members: C. Castillo, W. Chenoweth, R. Claassen, R. Covington, C. Espinosa-Pieb, R. Griffin, A. Guevara, J. Hawk, R. Hansen, L. Jeanpierre, L. Jenkins, A. Khanna, A. Kramer, A. LaManque, S. Larson, A. Lin, B. Murphy, O. Patlan, R. Sami, M. Spatafore, J. Swensson, M. Winters  
Guests: M. Kelly, S. Malmgren, K. Sullivan

**I. The College Council minutes of October 11, 2007 were approved by consensus**  
**Handout #1**

**II. Risk Management Updates**

It's been over a year since M. Kelly met with College Council and she provided the following updates:

- Volunteers need to complete the Volunteer of Records Form under the Risk Management website to activate workman's compensation insurance coverage. J. Hawk requested M. Kelly send an email with the link to the attachment.
- The Risk Management website is located under Business Services within the FHDA website. Included in this site is an Illness/Injury Prevention On-line training which is a federally-mandated training helpful to new hires.
- For those interested, there is a Blood-borne Pathogens Annual refresher. Contact M. Kelly for a list of training available.
- Cart training is available on-line; it is a 3-part test that requires 80% completion rate. Following the training, one can go to the Smartshop on the Foothill campus for a license.
- Phone extension x6229 is an anonymous line that can be used to report safety issues. Suggestions were made to incorporate a greeting specific to the extension, "Welcome to the Safety Hotline" and information regarding 9-1-1.

**III. Sustainability Management Plan** **Handout #2**

S. Malmgren and K. Sullivan presented the Sustainability Management Plan to College Council in the spring. The plan has now been approved by both senates and DASB. This plan was unanimously approved by College Council and will be shared with the Board of Trustees in January 2008. K. Sullivan shared an upcoming event regarding distribution of compact florescent bulbs, Focus the Nation in January 2008 and the CBE award to the Kirsch Center.

**IV. Governance** **Handout #3**

A handout which included a model and descriptions for each participatory governance group was distributed for discussion. Discussion points:

- The model needs another circle to reflect Campus Facilities Team and Tech Task Force. These are broad interest groups but are not shared governance groups.
- The document provides a flow chart on how decisions are made.

- It provides orientation and clarity to students and new leaders to the structure of governance.
- It does not describe the process. How best can this be done?
- How does this model work in the context of strategic planning? For the next 10-15 years?
- There is a need for a process map. A good example is how an annual budget is developed with flowcharts to include participants, lobbying, program reviews, etc.)
- Charges are inconsistent. There are inconsistencies with the PBTs. What's functional?
- Strategic Planning Process and Basic Skills Initiatives are resource allocation processes.
- What's working and what's not? What improvements are needed.
- M. Spatafore offered to add arrows to the diagram for clarity processes.
- A. Kramer suggested something similar to a car repair manual with troubleshooting Q&As. This might be an appropriate assignment for a Technical Writing class which is offered in Winter quarter.
- Business models might be helpful in providing clarity, EIS as an example.

Action: B. Murphy is requesting a subcommittee to develop a process map for discussion at the next College Council meeting.

To Do: Incorporate days, times and locations for participatory governance meetings. W. Chenoweth is working on a website that will incorporate shared governance information (meeting schedules, agendas and minutes)

#### **V. Burning Issues, Quick News and Wrap Up**

- This year's Night of Magic netted \$101,000 which will benefit Physical Education & Athletics for Fitness Center equipment and capital needs.
- The Kirsch Center was selected to receive the CBE award (Center for Built Environment).
- The Community College Initiative will be on the ballot in February. It will be a centralized campaign consisting of West Valley, De Anza and San Jose Evergreen colleges.
- Passage of Prop 92 will result in \$11 million in operating support to the college.
- The Cupertino Vietnam Memorial will be dedicated on Sunday, November 11.
- De Anza students took home 15 awards from the NorCal regional conference of the Journalism Association of Community Colleges, including General Excellence for both print and online editions. The awards were primarily for stories, graphics and photos published in last year's (2006-07) La Voz Weekly.