CALL TO ORDER & INTRODUCTION
1. Meeting called to order at 3:08 p.m. Carol Kimbrough

ACTION ITEMS
1. Consider Approval of Minutes – November 12, 2014 Carol Kimbrough
   All approved as submitted.

2. Consider Approval of Institution-Set Standards Carol Kimbrough
   All approved as submitted. Ms. Kimbrough shared that the Task Force changed the measures from five to four. ACCJC requires these standards of us.
3. Consider Approval of Council Handbook
   Carol Kimbrough
   All approved as submitted, with revision. Mr. Anderson made motion to add to agenda; Ms. Storm seconded. Mr. Anderson made motion to add one part-time faculty to membership; Ms. Schur-Beymer seconded. Two-thirds majority required to pass; all approved unanimously.

INFORMATION/DISCUSSION/PRESENTATIONS

1. Enrollment
   Lori Kildal
   Dr. Kildal explained the 2014-2015 Enrollment Projections. Public Safety will be added in late January 2015; split 150/150 between fall and spring. We should exceed target for the fall. For spring, we currently have 2144 FTES, which is about 75 FTES ahead of target. Managers, with Human Resources, are still hiring faculty; 70 unstaffed classes. Four to five disciplines need faculty (math is highest understaffed). We would lose about 340 FTES if we cancel those classes due to no faculty available. Students need the classes, so we will be looking at all options.

   Dr. Kildal will follow-up with VPIT Coombs about updated equipment to use for videoconferencing with remote locations.

2. Office Procedures Update from SubCommittee
   Lisa Storm/
   Laura Zavala/
   Nancy Schur-Beymer/
   Debra Kaczmar

   The SubCommittee provided information on their updated draft. Several offices were contacted, such as IT and the Bookstore, to determine a common time frame when items were due to their offices. It was determined that October 15th and March 15th seemed to work best for everyone. Applications for relocation will also be due on or before these 2 dates.

   All agreed to adjustment in item A in “IIA Process.” Rest of document agreed upon as is. Policy approved unanimously. This is final and does not need to go back to College Planning Council, just on to the Superintendent/President.

   Implementation: Schur-Beymer (motion) to put the call out immediately; second (Kaczmar). Motion carried with one opposed (Pyer). Dr. Kildal voiced her concern that IT Department may not have time to implement on March 15, 2015. IT will be implementing the new system in January 2015.

3. Graduation Venues – Days/Places
   Carol Kimbrough
   Ms. Kimbrough shared the concern of several people about current venue of Hartnell Gymnasium. Suggestion has been made to use RaboBank Stadium in the future. Concerns voiced about high heels on astro turf (possible injuries and ruining the field). No suggestions about dates.

   Director Augustine Nevarez will be invited to next meeting in February 2015.

4. DE Drop Policy
   Carol Kimbrough
   Ms. Storm stated that DE Committee and Academic Senate have approved the policy. Dean Low made two points: 1) Someone (possibly Academic Affairs Council) needs to approve the policy, and 2) Title V is not a Roman numeral (should be “5”) - correction made to policy.
5. Bachelor’s Degree – Food Safety

Susan Pheasant

Dr. Pheasant shared her handout for pilot program for Bachelor’s Degree – Food Safety. Her team consists of: Dr. Steven Triano, Dr. Ann Wright, Mr. David Mancera, and several other members.

They assembled the food safety classes they feel need to be part of the program. Part of the proposal includes possibility of having students take one class at CSUMB for $10, in conjunction with classes at Hartnell. They have built senior projects and service learning into the program. There is urgency from an industry standpoint, as there will be a requirement for agricultural companies to have at least one staff member with a Bachelor’s Degree in Food Safety.

Dean Kaczmarski suggested looking at prerequisites.

The team will present to Dr. Lewallen on Friday, 12/12/14.

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. California Department of Corrections & Rehabilitation

Lori Kildal

Dr. Kildal announced that several applications have been received, and interviews will begin this week.

2. Dean Bliss announced that we will have an Educator in Residence, Dr. Anne Benvenuti, for Spring 2015.

NEXT MEETING(S)

- Wednesday, February 11, 2015
- Wednesday, March 11, 2015
- Wednesday, April 8, 2015
- Wednesday, May 13, 2015

ADJOURNMENT

Lori Kildal/
Carol Kimbrough

Meeting adjourned at 4:59 p.m.