

San José City College
 Advisory Council
 Location: SC-204
 9:00-11:00 a.m. Minutes
 October 7, 2016

Members Present:

MSC	FACULTY	CLASSIFIED	STUDENT
MSC – Duncan Graham MSC – Joe Andrade MSC – Lamel Harris MCS – Mani Dickerson MSC – Edina Rutland MSC – Jorge Escobar	AS – Hasan Rahim AS – Clem Lundie	CSEA –Deanna Herrera CSEA – Corinne Salazar	Andrew Phelps Joseph Heady

- **Absent Members:** Gerald Grudzen

- **Minutes:** Dee Davis

Call to Order:

- Meeting called to order by Duncan Graham at 9:03am

- **Welcome and Introductions:**

- **Adoption of the Agenda:**

- Motion to approve Agenda by Deanna Herrera
 - i. Second by Leslyn McCallum
 - ii. Agenda approved

- **Approval of October 7, 2016 Minutes/Suggestions:**

- Motion to approve September 16, 2016 minutes by Lamel Harris.
 - i. Clem Lundie 2nd
 - ii. Minutes approved

- **Public Comments (3 minutes):**

- None

- **CAC Committee Comments (2 minutes):**

- None

- **Action Items:**

- Approval of QFE Timeline with slight modifications
 - i. Lamel Harris move to approve with changes
 - ii. Mani Dickerson 2nd
 - iii. Motion approved
- Review/revise committee charge – recommend change on Classified membership
 Four members chosen by Classified Senate, one by CSEA
 - i. Mani Dickerson move to approve with changes
 - ii. Lamel Harris 2nd
 - iii. Motion approved
- Approve to rename Facilities & Safety Committee to Facilities, Safety & Technology Committee – there were some concerns including technology into the committee and the impact of the CTC. Jorge Escobar will provide a review of the change. Phase I – name change, take on operation; Phase 2 – technology aspect, outline technology responsibilities – does it change the current charge of CTC?
 - i. Motion approved

- **Information Items/Action**
 - Jorge Escobar named Committee Chair of the new Facilities, Safety & Technology Committee.

- **Discussion Items**
 - Committee Workflow and Plan
 - i. Would like to spend time in the meetings doing work as a committee
 - QFE –
 - i. Forms Court – Operations manual to store administrative procedures – what is the purpose of the form, do we need it, form workflow on back, keep electronically “where is the process written down?”
 - ii. Administrative Procedure for Mission Statement – Discussed and made minor changes.
 - Meditation Room for Larry Harris – Refer to the Facilities, Safety & Technology Committee. There is a Board policy about naming rooms. Must wait three years after death.
 - Ad-hoc workgroup – Politics/Campus climate – Check with Civility Committee, tap into groups already dealing with issues. Andrew Phelps will lead for CAC and ask for team members to assist.

- **Comprehensive Reports**
 - None

- **Standing Committee Updates (2 minutes):**
 - **Academic Senate:** No updates
 - **Campus Technology Committee:** Set new meeting date
 - **Classified Senate:** Executive officers meeting today
 - **Diversity Committee:**
 - **Facilities, Safety & Technology:** Revised charter, set goals. Implementing grid to keep track of Action Items. Have template – will share with CAC.
 - **Finance Committee:** Working on process for discretionary funding. Will met Monday, 10/10. Ongoing discussions on resource allocation. Additional funds from lottery.
 - **President / Vice President’s Updates:** District Office working on tech plans – there are opportunities to participate. Nov. 17 working to create the tech plan. Plan will be integrated between the DO, EVC and SJCC.
 - **Professional Development Committee:** None
 - **Strategic Planning Committee:** None
 - **Student Success Committee:** None

- **Other (2 minutes):**
 - ASG Reports: METAS taking 50 people to the opera
 - Robotics: Planning Tech Talk event for October 29, 11 – 2.

- **Announcements (2 minutes)**
 - None

Meeting Adjournment:

- Meeting adjournment at 10:30 am