The meeting was called to order at 3:02 p.m.

1. **Review of October 10, 2012, Meeting Notes**

   Approved, as written.

   A brief update was given on the Smoking Policy. Gary Nellesen brought a revised mockup of a sign for review by Council members. Gary noted that, due to the installation of the sign outside, it is a bit larger than the one recommended by the Council at the last meeting. There was discussion on the distance from the sign that would encompass “the smoking area,” the language used on the sign, and the possible installation of signs at the entrances of campus to notify students that Mt. SAC is a limited smoking campus. Bill Scroggins stated that the discussion of signs at the entrances of the campus will be discussed during the marketing campaign. There was discussion on whether or not we could save money to do the signs in-house. Gary stated that the College only has one painter, and this job would be too large a project and would displace other work he is doing. Council recommendations/actions:

   - Reduce the font of the “MUST BE 18 YEARS OR OLDER” and include the language “within 10 feet” after “DESIGNATED SMOKING AREA.”
   - Change the language at the bottom of the sign to read “SMOKING OUTSIDE THIS AREA WILL BE CITED PER AP 3565.”
   - A Revised mockup to be e-mailed to Council Members. Once approved, Facilities will place the order for the signs.
   - Bill Scroggins has a meeting set up with Clarence (CB) Brown to discuss the marketing campaign. PTK students will be participating with the campaign as part of their community service project.
2. Update from Mission and Vision Statements Task Force

This Task Force met once and conducted an analysis of the current Mission Statement. It helped to define some areas of agreement and disagreement. The strength of the columns is not weighed equally due to the legislature. Some questions the Task Force has are, how in depth do we want this analysis to be? Do they survey the campus community or make modest revisions? It was recommended to talk to the groups listed to get input. Is this an in-depth analysis or are we changing it to meet the College's fiscal capability right now? Bill felt it is a good investment of energy to be more accurate in our Mission and Vision Statements. The legislature is not going to change our legal statements any time soon. What type of timeline is PAC looking for in the completion of this? It was recommended getting it right is job number one. The Task Force would like a student representative and a community member to join the team so that the group is better represented. Jean Garrett stated she is a community member and that was why she volunteered. It was also recommended to ask a Foundation Board Member. The general consensus of the group was that we owe it to the students and the public to let them know that the environment of the College is different, i.e. all students are accepted, but not all are able to register for classes.

3. Town Hall Meeting - November

Bill Scroggins requested feedback on what type of information the different groups might like to hear at the next Town Hall meeting on November 13, 2012. The impetus of this Town Hall Meeting is the anxiety of our funding based on passage or non-passage of Propositions 30, 32, 38, and 39. The format will be the same as it has in the past; the President, Vice Presidents, and leaders of the constituent groups in a panel-style setting. Questions will be requested from the campus via e-mail after the election on November 6. The Committee requested that the information given be factual and supportive during the presentation. They felt it important to let people know the effect the Propositions have on the College, the direction given, and how and by whom it was chosen; express who is making the decisions and the governance process that will take place. Any information needs to be in plain language and clear so that people understand. It was also requested to be clear that, while negotiations are open and collegial at the table, they are not necessarily open to the entire campus. Gary Nellesen requested something written—with simple bullet points—that Gary and Johnny Jauregui can present to the nighttime crew. There was a question as to why hold a Town Hall meeting if Proposition 30 passes? Bill stated that the passage doesn’t relieve us from financial strain, and the meeting will be about how we handle our finances going forward. The students recommended holding a meeting or rally prior to the election to help with their campaign in the support of Proposition 30. Bill and the Faculty Association said they would be glad to attend a rally that the students organize.
4. **BP and AP 6625 - College Fund-raising (New)**

This BP and AP were presented for second reading. In the BP, add the word “appropriate” before “Vice Presidents” in the fourth line. Motion, seconded, and carried with one change. This BP and AP will be presented to Board for adoption.

5. **BP 2100 – Board Elections**

This BP was presented for first reading. The changes are due to the re-districting of the Board. There was a question about whether the election is a majority rule, as it is not stated. Bill Scroggins said that it is. There was a recommendation to include language on the majority rule and what happens in the case of a tie. Bill will look into this language. Motion, seconded, and carried. This BP will be brought back to the next meeting for a second reading.

6. **BP 2105 – Election of Student Member**

This BP was presented for first reading. There was discussion about the additions. It was recommended in the last (new) paragraph to replace the words, “all the students of the student body” with, “a majority of those students voting” and to delete the words, “except that” and make a new sentence, beginning with “All members…”

It was also recommended in the first paragraph to replace the word, “all” with, “a majority” and to include a new sentence, “All members of the student body will be permitted to vote.”

There was some discussion about only allowing members of the Associated Students to vote for the Student Member. Bill Scroggins stated that this would be a violation of the law; all students must be able to vote for the Student Member. Motion, seconded, and carried with changes. This BP will be brought back to the next meeting for a second reading.

7. **BP 2730 – Health Benefits**

This BP was presented for first reading. The change is the deletion that Board Members will contribute 4% of their salary toward retiree health benefits. This change is to conform with the CalPERS rules that the other groups have already completed. There was a question as to whether their benefits include dependents, as it is not stated. Employees are required that, once they reach Medicare age, they switch to the Medicare-eligible plan. It was recommended to include this language for Board Members, as well. Bill Scroggins will follow up on this. Motion, seconded, and carried. This BP will be brought back to the next meeting for a second reading.
8. **BP 3430 - Prohibition of Harassment**

This BP was presented for first reading. Changes were made per the change in the law to include additional protected groups. In the second paragraph, remove the word “Regulations,” as we do not use that phrase anymore. Motion, seconded, and carried with change. This BP will be brought back to the next meeting for a second reading.

9. **BP 3820 - Gifts and Donations**

This BP was presented for first reading. Look at AP 3820. The change is that the College cannot accept donations from groups that are discriminatory. In the last paragraph, remove the word, “Regulations.” Motion, seconded, and carried with change. This BP will be brought back to the next meeting for a second reading.

10. **BP 4040 - Library Services**

This BP was presented for first reading. The change includes language on complying with the Reader Privacy Act, which was enacted to deal with the Public Records Act Request. It was recommended to consult with the Library staff on this BP, since this will affect them. Bill Scroggins will talk with the staff prior to second reading. Motion, seconded, and carried. This BP will be brought back to a future meeting.

11. **BP 5010 - Admissions**

This BP was presented for first reading. It was recommended to be referred to AMAC because it is an Academic and Professional matter.

12. **BP 5040 - Student Records, Directory Information, and Privacy**

This BP was presented for first reading. This is a change made due to students at another college hacking into a grading system to change grades. The Committee felt that the language the CCLC recommended is redundant and doesn’t need to be added. This change was withdrawn.

13. **BP 5130 - Financial Aid**

This BP was presented for first reading. This is a change related to include the regulations on the Integrity of Federal Student Financial Aid Programs. There was a typo error in the References section, “Aid.” Motion, seconded, and carried. This BP will be brought back to the next meeting for a second reading.
14. BP 5500 - Standards of Conduct

This BP was presented for first reading. It was recommended to re-number the entire document to include the new section. It was stated that 9B is not clear and the words need definition; it looks like a K-12 anti-bullying policy. It was recommended to delete the proposed language, beginning with, “including direct physical…” Motion, seconded, and carried with changes. This BP will be brought back to the next meeting for a second reading.

15. BP 6550 - Disposal of Property

This BP was presented for first reading. The change adds Sections of Ed Code that have had number changes. Motion, seconded, and carried. This BP will be brought back to the next meeting for a second reading.

16. BP 6900 - Bookstore

This BP was presented for first reading. The change adds a Civil Code Section. Motion, seconded, and carried. This BP will be brought back to the next meeting for a second reading.

17. AP 4021 - At-Risk Programs and Program Discontinuance

This AP was presented for first reading. This BP was withdrawn by the originator.

18. AP 4260 - Prerequisites and Corequisites

This AP was presented as an information item. The Academic Senate has already approved this change. There have been changes in Title 5, and there are distinct requirements on what makes a prerequisite and corequisite. These are the proposed rules on how you get or retain a prerequisite or corequisite on a course. There was a question on whether this would place additional workload on department chairs or was it what they are already doing? This may add a modest additional workload on department chairs. This item will be presented to the Board of Trustees as an information item.
19. **AP 7122 - Recruitment and Hiring - Management Employees**

   This AP was tabled for the next meeting.

20. **Other**

Future Agenda items:

- Public Safety Officers Carrying Revolvers
- Updates from Campus Equity and Diversity Committee

The meeting adjourned at 4:34 p.m.

**FUTURE MEETINGS:**

- November 14, 2012 (canceled - Building 4 Ribbon-Cutting Ceremony)
- November 28, 2012
- December 12, 2012

Typically, meetings are held on the second and fourth Wednesdays of each month, 3:00-4:30 p.m., in the Administration Building, Room 2440.