



College Council  
 October 6, 2016  
 Administrative Conference Room, EW207  
 2:00 p.m.

Present: President Board, Jan Moline, Dawn Warden, Frank Timpone, Christine Small, Corey Marvin, Heather Ostash, Joe Slovacek, Lisa Couch, Anna Sue Eldridge, Michael Campbell, Mike Barrett

Absent: Lisa Stephens, Deanna Campbell, Gideon Ondap, John Daly, Paul Wheeler, Kim Blackwell, Penny Talley

Guest: Steve Rogers, Karen O’Conner, Michael Kane, Kristin Hanle, Shantaa Hernandez

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
<b>1. Call to order</b>		2:04 pm		
<b>2. Reading of the Purpose of the Meeting</b>	Jan Moline			
<b>3. Approval of Minutes &amp; Action Items</b>	President Board/ Jan Moline	Minutes approved. <b>1. Report out on BAM recommendations from constituencies. Completion Date: October 6, 2016. On agenda.</b>		
<b>4. Approval of Agenda</b>	President Board/ Jan Moline	Correct location of the meeting. Agenda approved with the one change.		
<b>5. Reporting Committees</b> a) Facilities  b) Safety & Security  c) Technology Resource Team  d) SSSP	John Daly  Paul Wheeler  Mike Campbell  Heather Ostash	a) Still in mediation with the contractor.  b) Please encourage your employees to login into the Get Safety Training located on the KCCD website.  c) Discussed the December 2, 2016, downtime. A more detail list will be provided of what services will be affected during the downtime which everyone felt would be well received. Banweb login time progress was discussed along with the new website going live on December 16. There was an update on replacing the KODEX system in LRC 604 and 722.  d) They are currently working on supporting the faculty during the annual unit plan process. Heather Ostash brought back valuable information from a recent conference on the gaps in our data. The committee will also be working on mapping out a student communication plan based on the attrition reports. A request for student participation in SSSP was presented to the Student Government representative, Shantaa Hernandez.		

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<b>6. Associated Committees</b> a) Budget Development  b) Institutional Effectiveness  c) Professional Development  d) Accreditation	Lisa Couch  Corey Marvin  Corey Marvin  Corey Marvin	a) Lisa Couch will begin the process of identifying dates for future meetings. The charge of the committee will be reviewed.  b) The committee will meet on Monday and will be looking at the survey results from the planning survey administered last spring. The numbers were up which meant there was more awareness.  c) Will be meeting next week.  d) The steering committee met last month. An announcement for team members has gone out to staff and students. There will be a change to the committee structure in that instead of a large committee writing the document, the manager and co-chair would be responsible for the draft of the document. The goal will be to have the draft of the document done by August of 2017. The quality focus essay will then be written after the self-study. The next meeting will be scheduled in November for anyone who is interested in serving on a team.		
<b>7. Constituency Reports</b> a) Academic Senate  b) Classified Senate  c) Student Government	Jan Moline  Kim Blackwell  Shantaal Hernandez	a) The Academic Senate President contacted legal regarding the Brown Act and they need 50% + 1 so they must have 30 members to establish quorum according to the number of members. There must be a roll call done at each meeting. Christine Abbott has been approved to serve on College Council. There is a banking issue that they are working through at this time. Their current tax id# was held by KCCD so they must now obtain their own number. They may consider moving their funds to the CCCC Foundation, so that they can administer the funds. The Academic Senate process in regards to Academic Senate for Program Review is being looked at so that they don't hold up the process if they don't have a quorum at their meetings. The composition of the Chancellor's committee was raised. They did not feel that Janet Faulks could represent the faculty since she has accepted the interim Dean position. A new faculty member was appointed, Steve Holmes.  b) Classified Senate is currently looking to fill the President position.  c) Students participated in the Measure J phone bank recently and the campaign seems to be doing well. Pizza & Politics will take place on October 18. Students will be encouraged to register to vote and will also be informed about Measure J. Work is being done on creating polls and surveys to get more in touch with their constituents.		

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d) Consultation Council  e) CCA  f) CSEA	President Board/ Jan Moline  Joe Slovacek  Mike Barrett	d) The meeting was a review of the Board Policies being rewritten (Changes can be viewed on the KCCD website under Consultation Council). Most of the changes were non-substantive. There will be further discussion at the Vice President’s meeting regarding some of the changes to board policies.  e) There is talk regarding not having enough time to do the login for the Get Safety Trained by October 1. There are some faculty who have not turned in their health forms. There is representative election taking place soon.  f) The memorandum of understanding with HR was approved. Soliciting to fill committees with classified representative has been successful. There is a push to have more classified participation in participatory governance.		
<b>8. Discussion Items</b> a) Program Review BSOT b) Program Review Math  c) BAM Recommendations	Karen O’Connor Steve Rogers  President Board/Jan Moline	a) A review of the BSOT Program Review was provided by Karen O’Connor.  b) A review of the Math Program Review was provided by Steve Rogers.  c) Classified representatives did not provide input to the BAM recommendations.  <b>Management</b> 1 <sup>st</sup> recommendation- Felt this idea was ok but had some question regarding consultation being the one who was responsible. More time for input would be helpful. 2 <sup>nd</sup> - Agreed that a consistent process should be in place but not clear who should decide this. Colleges should be able to provide feedback. Incorporate the planning documents with the budget process. 3 <sup>rd</sup> – Felt the current approach of growth allocation met the needs of the college. Chargebacks were discussed and it was felt that they would have a significant impact on process but not on the outcome. 4 <sup>th</sup> – These are one time monies and should not be relied upon. 5 <sup>th</sup> - Costs will continue to increase so we need to have the stabilization mechanisms in place but can be complicated for Cerro Coso so we need to have input.  <b>Faculty</b> – There is concern that there is a lot of work that has gone into it and also what happened at the Board of Trustee meeting with the elimination of positions. It was felt that the Board was out of process. The recommendations will be discussed at a future Exec meeting.		

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
<p>d) Review of Board Policy &amp; Procedures Related to Travel in Relationship to Car Rentals and Mileage</p> <p>e) Update on FTES &amp; Staffing</p>	<p>President Board/Jan Moline</p> <p>President Board/Corey Marvin</p>	<p>d) A review of board policy and procedures related to travel in relationship to car rentals and mileage was provided. We are currently asking that the assistants in all areas take a look at the most economical form of travel. Scenarios were run from different locations throughout are area of service and in most cases the savings were significant to take a rental car instead of paying mileage. Corey Marvin and Heather Ostash will take a look at the entire travel schedule to see where issues might arise. Lisa Couch will also take a look at the rental cars in the other areas.</p> <p>e) There has been an increase in our FTES. Compared to the same time last year we are up 3 ½ %. Administration of Justice is applied in the semester that they end so this will add even more to our number to make it 4%. Online enrollment has stayed about the same but we are running fewer sections. Enrollment is significantly up at East Kern. We are running more sections in the Tehachapi evening program. We are also running more classes at the prisons. Instructors who have taught classes at the prison are asking to do so again because it's such a positive experience. There is also a large increase in dual enrollment. Adult Ed has taken away some of our enrollment. Org charts were provided to the group for review. Questions can be brought forward to the next meeting.</p>		
<p><b>9. President's Report</b></p> <p>a) Dean of Academic Affairs &amp; Research Analyst</p> <p>b) Accreditation Visit Take-away</p> <p>c) Central Valley Higher Ed Consortium – CVHEC</p> <p>d) Thirsty Thursday, October 6 &amp; Meet &amp; Greet, October 19.</p>	<p>President Board</p>	<p>a) Both positions are being advertised at this time. We have been holding off due to finances on the Dean of Academic Affairs but after careful review it was decided that this was the right time to hire the position. A research person is needed on ground at Cerro Coso so it was decided that position would be hired now.</p> <p>b) President Board will be working with management to formalize our evaluations for the management with the addition of Student Learning Outcomes.</p> <p>c) A review of why we are a part of the Central Valley Higher Ed Consortium was provided by President Board. It was shared that there is a push for students to take more than 12 units a semester across the state.</p> <p>d) Today is Thirsty Thursday so please visit Pony Espresso.</p>		
<p><b>10. Review of Action Items</b></p>	<p>President Board/ Jan Moline</p>	<p>1. No action items.</p>		

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<b>11. Miscellaneous</b>		A Measure J update was provided. There will be a Superintendent/Principal meeting at Cerro Coso on October 7. Superintendents and principals from our service area will be coming to discuss many items that can help us all work together and how they can lead those that will do the work. EAB will be coming to IWV on October 26, to do a presentation on attrition and what the best practices are.																
<b>12. Future Agenda Items</b>		a) Onboarding New Cerro Coso Employees																
<b>12. Future Meeting Dates</b>		<table border="0"> <tr> <td><del>September 1, 2016</del></td> <td>January 19, 2017</td> </tr> <tr> <td><del>September 15, 2016</del></td> <td>February 2, 2017</td> </tr> <tr> <td><del>October 6, 2016</del></td> <td>February 16, 2017</td> </tr> <tr> <td>October 20, 2016</td> <td>March 2, 2017</td> </tr> <tr> <td>November 3, 2016</td> <td>March 16, 2017</td> </tr> <tr> <td>November 17, 2016</td> <td>April 6, 2017</td> </tr> <tr> <td>December 1, 2016</td> <td>April 20, 2017</td> </tr> </table>	<del>September 1, 2016</del>	January 19, 2017	<del>September 15, 2016</del>	February 2, 2017	<del>October 6, 2016</del>	February 16, 2017	October 20, 2016	March 2, 2017	November 3, 2016	March 16, 2017	November 17, 2016	April 6, 2017	December 1, 2016	April 20, 2017		
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<b>14. Adjourned</b>		4:01 pm																

Meeting Chair: President Board

Recorder: Jennifer Curtis

**O** Open/**C** Closed



College Council  
 October 19, 2017  
 Administrative Conference Room, EW 207  
 2:00 p.m.

Present: President Board, Jan Moline, Lisa Couch, Frank Timpone, Mike Campbell, John Daly, Chad Houck, Heather Ostash, Corey Marvin, Paul Kuttig, Sam Kelley, Joe Slovacek, Penny Talley, Greta Robinson, Mike Barrett, Deanna Campbell, Lisa Stephens, Kim Kelly, Cheryl Fitzsimmons, Jon Heaton

Absent:

Guests: Pam Campbell

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
<b>1. Call to order</b>		2:03 pm		
<b>2. Reading of the Purpose of the Meeting</b>	Jan Moline			
<b>3. Approval of Minutes &amp; Action Items</b>	President Board/ Jan Moline	Minutes approved. <b>Action Items:</b> <ol style="list-style-type: none"> <li>1. President Board will have the agenda posted in advance to the College Council Group and add a link to Senate Canvas for easy access. Completion Date: October 19, 2017. Completed.</li> <li>2. Mike Campbell will follow-up on options and costs to convert digital signage software. Completion date: November 2, 2017.</li> <li>3. Future College Council meetings will be set up so that streaming can be made available to others who wish to listen in on the discussions. Completion Date: October 19, 2017. In order to livestream the meetings they must be closed captioned. The cost per meeting is approximately \$250 and was not budgeted for this year. It was the consensus of the group that CCC Confer would be used at this time which would also allow the committee time to determine the demand and to plan for the future. CCC Confer can be closed captioned, free of charge, with sufficient notice to the President's Office.</li> </ol>		
<b>4. Approval of Agenda</b>	President Board/ Jan Moline	Agenda approved.		
<b>5. Reporting Committees</b> a) Facilities b) Safety & Security	John Daly Greta Robinson	No reports.		

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
c) Technology Resource Team (TRT) d) Student Success Support Programs (SSSP)	Mike Campbell Heather Ostash			
<b>6. Associated Committees</b> a) Budget Development Institutional Effectiveness Committee (IEC) b) Professional Development c) Accreditation	Lisa Couch Corey Marvin  Corey Marvin Corey Marvin	No reports.		
<b>7. Constituency Reports</b> a) Academic Senate  b) Classified Senate c) Student Government d) Consultation Council  e) Community College Association (CCA) f) California School Employee Association (CSEA)	Jan Moline  Paul Kuttig Samuel Kelley President Board/ Jan Moline Joe Slovacek Mike Barrett	a) Academic Senate unanimously opposed Bakersfield College's Academic Senate language that proposed their own version to BP and AP 2430, as well as BP and AP language concerning the evaluation of the Chancellor and College Presidents. Cerro Coso's Academic Senate believes the language recommended by the Community College League of California (CCLC) should be used.  No additional reports.		
<b>8. Discussion Items</b> a) Student Activities Program Review b) Guided Pathways Self-Assessment	Pam Campbell  Heather Ostash	a) The Student Activities Program Review was presented by Pam Campbell.  b) The effort of guided pathways for students has transitioned to the State Chancellor's Office. Guided pathways will help clarify the student experience while removing as many barriers as possible for students to keep them on a clear path moving forward. Guided Pathways is a direction of change for all community colleges. In order for Cerro Coso to be eligible for the grant funds the self-assessment tool and narrative must be completed. The scale of adoption for each key element was highlighted and explained. The intention of the self-assessment is to show that we are working towards full scale on all measures. It was shared that a narrative is currently being written and will be submitted with the self-assessment. The self-assessment tool and narrative should be shared with		

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c) Educational Master Plan	Corey Marvin	<p>constituencies and recommendations brought to the November 2, 2017, College Council meeting.</p> <p><b>Action Item: The Guided Pathways self-assessment and narrative should be shared with constituencies and recommendations brought to the next College Council meeting. Completion Date: November 2, 2017.</b></p> <p>c) A review of Cerro Coso Community College’s Educational Master Plan was provided. The administration team has been visiting the communities we serve to present the plan and to hear feedback from community members. The plan is completed once every five years and is required by Title 5. It was shared that the Educational Master Plan drives our Facilities Plan. The Educational Master Plan also satisfies the Accrediting Commission for Community and Junior College’s (ACCJC) requirement that we demonstrate short and long term planning. The final observations and recommendations were highlighted and can be found on pages 163-167 of the plan. The Educational Master Plan will be presented to the Board of Trustees at the December board meeting.</p>																
<b>9. President’s Report</b>	President Board	No report.																
<b>10. Review of Action Items</b>	President Board/ Jan Moline	<p><b>1. The Guided Pathways self-assessment and narrative should be shared with constituencies and recommendations brought to the next College Council meeting. Completion Date: November 2, 2017.</b></p>																
<b>11. Miscellaneous</b>		n/a																
<b>12. Future Agenda Items</b>		<p>a) Onboarding New Cerro Coso Employees</p> <p>b) ILO Review</p> <p>c) Accessibility 508 Compliance</p> <p>d) Event Planning Form Presentation– Mike Campbell</p> <p>e) Annual Unit Plan Presentations – November 2, 2017</p>																
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<b>14. Adjourned</b>		4:05pm		

Meeting Chair: President Board

Recorder: Jennifer Curtis

**O** Open/**C** Closed



# Cerro Coso Community College Academic Senate

Meeting Agenda: 10.19.2017

<b>CCConfer (Phone):</b> Toll free number: 1-888-886-395 *Participant Passcode: 410439* <b>Zoom:</b> <a href="#">ConferZoom Meeting Link 10 19 17</a> <b>Zoom via Canvas:</b> <a href="https://kccd.instructure.com/courses/7755/external_tools/41">https://kccd.instructure.com/courses/7755/external_tools/41</a>	<b>Locations:</b> Addresses are listed at the bottom of this page I WV LRC604 KRV RM 9 ESCC-B RM 170 ESCC-M RM 212
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- I. Call to Order:
- II. Open Forum:
- III. Roll Call:
- IV. Adding Agenda Items:
- V. Closed Session:
- VI. Report
  - a. Administrator Report:
  - b. College Council Report:
  - c. Other Reports:
- VII. Approval of Minutes
- VIII. Information Issues:
  - a. Academic Senate Executive Council still needs
    - i. Member at Large
      - 1. Any member of the Academic Senate may volunteer
    - ii. Faculty Chairs Representative
      - 1. Current Faculty Chair may volunteer
  - b. Senate recently voted to support reducing the number of Academic Senate meetings, expanding the Executive Council, and charging the Council with meeting the needs of the Senate as specified in the revisions made to the Bylaws and Standing Rules
    - i. The 10 member Council allows the Council
      - 1. to better divide the work
      - 2. to be more comprehensively representative of the Senate membership
      - 3. ensure that information from the Sites, Chairs, College Council, various committees are considered and shared with the Senate



- c. Meetings required for Executive Council Members
  - i. Academic Senate Meetings
    - 1. 3<sup>rd</sup> Thursday of the Month except for December and May
    - 2. 1<sup>st</sup> Thursday of the Month in December and May
    - 3. 1<sup>st</sup> and 4<sup>th</sup> Thursday of the month for Executive Council except for December and May
    - 4. No meetings of Executive Council in December and May

**IX.** :

**X.** Voting Issues: none

**XI.** Discussion Issues:

- a. Resolution to recognize the Faculty Professional Development Committee
  - i. Standing Committee of the Academic Senate
  - ii. Request the current 4 members of the Professional Development Committee work with the Executive Council to write resolution to change Bylaws and Standing rules as needed to reflect current practice (chair, membership)
- b. Resolution to recognize Student Learning Outcome Assessment Committee
  - i. Standing Committee of the Academic Senate
  - ii. Request the current 4 members of the Outcome Assessment Committee work with the Executive Council to write resolution to change Bylaws and Standing rules as needed to reflect current practice (chair, membership)
- c. Request from District Consultation Council to review and recommend on BP/AP 2430
  - i. See PowerPoint for comparison
  - ii. No strikethrough text because the proposed changes came from Bakersfield Academic Senate, not through the CCLC language changes recommendations which have been drafted in with the strikeout as policy/procedure modifications

**XII.** Future Agenda Items:

**XIII.** Announcements:

- a. Participatory Governance Workshop – Nov 28 at the Marriott, Truxton Ave., Bakersfield. Presenters requested no live streaming, nor distance connections.
- b. Annual Plan Presentations scheduled for October Chairs Meeting, and November 02, College Council Meeting

**I.** Adjournment:

**II.** Meeting Dates: 11/16/17, 12/07/17, 01/18/18, 02/15/18, 03/15/18, 04/19/18, 05/03/18

Our mission is to Educate, Innovate, Inspire, and Serve.

