College Council
February 15, 2018
Administrative Conference Room, EW 207
2:00 p.m.

Present: Frank Timpone, Mike Campbell, Paul Kuttig, Joe Slovacek, Mike Barrett, John Daly, Lisa Couch, Corey Marvin, Kim Kelly, Jan Moline, Penny Talley, Deanna Campbell, Sam Kelley, Jon Heaton

Absent: Cheryl Fitzsimmons, President Board, Heather Ostash, Chad Houck, Lisa Stephens

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to order		2:03 pm		
2. Reading of the Purpose of the Meeting	Frank Timpone			
3. Approval of Minutes & Action Items	President Board/ Jan Moline	Minutes approved. 1. Committee Chairs were asked to review their committee's charge and assess for accuracy in the Participatory Governance Model Handbook and send changes to Jennifer Curtis. Completion Date: February 15, 2018. Forward any non-substantial (names, titles, minor grammatical corrections to charge/mission statement) changes before March 1, 2018. If there are substantial (composition/number of members, major re-direction of charge/mission) changes it needs to be brought to College Council for review and adoption. Action Item: Committee Chairs will send changes to their committee's charge, composition, evaluation and assessment to President Board and Jennifer Curtis to be added to the March 1, 2018, College Council agenda. Non-substantial changes should be sent to President Board and Jennifer Curtis to be added to the updated Participatory Governance Model Handbook. Completion Date: March 1, 2018.		
4. Approval of Agenda	President Board/ Jan Moline	Agenda approved.		
5. Reporting Committees a) Facilities	John Daly	a) The first meeting for the Facilities Committee took place recently and the following updates were provided. The Main Building is moving along and furniture plans are taking place.		

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		==Transition plans are also underway. Old furniture will not be moved over. The Mammoth Science Modernization is completing the final punch list items. IT is installing equipment in the classrooms. M&O is taking care of last minute electricity that wasn't part of the contractors scope of work.==		
b) Safety & Security	Lisa Couch	b) The Safety and Security Committee met this morning and reviewed their section in the Participatory Governance Handbook. The committee will be working with Counseling for March safety topics. A drill will be planned for April.		
c) Technology Resource Team (TRT)	Mike Campbell	c) Met yesterday and discussed updates on the network throughout the different sites. All sites should be at a gigabyte within the next year. Sawyer Christman presented a student proposal to have a campus radio station. He is currently interning with a local radio station and he is going to inquire to see if they might be willing to host a college hour. It was recommended that the students approach Melanie Jefferies to see if she would be the Faculty Advisor. More information to follow. The Safety Awareness monthly program was presented. There was discussion regarding having board policy for social media. The example of Facebook accounts on behalf of the College were presented. The District Office has developed a 45 minutes Data Safety Course. All employees will be auto enrolled in this Canvas course. It will not be required but will be recommended for all employees to complete. Banner 9 navigation training will be provided on site in March and April. Dates will follow. Videos will also be provided. The District IT Governance Committee will be represented with three members from Cerro Coso, Mike Campbell, Chad Houck, and Gary Enns. The hardware replacement plan proposal was presented and approved. The summary sheet was presented to the group. A report out from PED Tech and Distance Education was provided at the meeting.		
d) Student Success Support Programs (SSSP)	Heather Ostash	d) The committee did not meet.		

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6. Associated Committees a) Budget Development b) Institutional Effectiveness Committee (IEC)	Lisa Couch Corey Marvin	a) The Budget Development Committee will meet at the end of the month. b) The Quality Focus Essay was discussed and the group settled on retention, clearing out barriers and improve the way we communicate with students in order to increase completion rates and all the things along the lines. The retention piece is the first part, getting students in to classes. The second piece is hitting benchmarks. We need to focus more on helping our students off board in helping them find jobs, and transitioning into the workforce. There was discussion as to what can be done to make our part time students more successful. There was discussion as to the SLO, Program Review, and Accreditation Committees being sub committees of IEC and should not be reporting committees of College Council. There was also discussion that Professional Development would fall into that category as well. Committee representation was also discussed. It was felt that classified staff should be added to IEC.		
c) Professional Development	Corey Marvin	e) The Professional Development Committee met Tuesday and worked on the Resource Request Analysis. On agenda.		
d) Accreditation	Corey Marvin	c) The Accreditation Committee has not met but they are continuing to work on the document. The Board subcommittee has requested to see standard I ahead of the March 31 deadline for the entire document.		
7. Constituency Reports a) Academic Senate	Jan Moline	a) Senate met today and talked about committee reporting responsibilities and that committees must follow the Brown Act rules such as posting agendas 72 hours prior to the meeting, and will also be responsible for a report out at the Academic Senate meeting. There was discussion of CSU Certification, Area D and the requirements for meeting the US History, Constitution, and Government. It would be up to ASCCCC if they would be allowed to use POLS C101 in both AREA D and U.S. H, C, & G. Will move to a vote at the next meeting. Online Education Initiative (OEI) was voted on today. PED Tech brought forward a resolution to join the exchange that was approved for Cerro Coso. OEI requires that certain items and procedures are followed. All syllabi must include a regular, effective and documentable contact statement. All course to be on the exchanges must be approved by a peer review team. Course development must follow a course rubric that uses "best practices for online instruction". These		

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		measures were also adopted. Open Education Resource (OER) is an Ad hoc committee of ASCCCC for the last year. It was decided that the committee be referred to College Council to see if the committee should be part of participatory governance rather than a standing committee of ASCCCC. The proposal will be brought to a future College Council meeting. Incarcerated Student Education Committee in now an ad hoc committee of ASCCCC. The committee will come forward with recommendations for a standing committee or a task force for supporting education for incarcerated students.		
b) Classified Senate	Paul Kuttig	b) Has not met.		
c) Student Government	Samuel Kelley	c) Student Government is discussing the following events in March • Intermural basketball • Color run • a parkour demonstration A veterans club is being discussed. A more formal call out will be done to see what interest there is. There was discussion regarding an advisor. If the club moves forward Samuel Kelley will email Jan Moline to make a formal request for an advisor at the Academic Senate meeting. There is a group of students who sit in the art room in the LRC and also bring food into the room. It was shared that food is not allowed in the room and the room is not necessarily for students to congregate. Sam Kelly will email John Daly for possible recommendations for the students.		
d) Consultation Council	President Board/ Jan Moline	d) Consultation Council is continuing to review classified members serving as adjunct faculty and also what the blended funding formula might look like. Any concern or feedback should be brought by your representative to Consultation Council.		
e) Community College Association (CCA)	Joe Slovacek	e) An update on the adjunct issue that was discussed at the last College Council meeting was provided.		
f) California School Employee Association (CSEA)	Mike Barrett	f) No report.		
8. **Discussion Items** a) Resource Request Analysis –	Mike Campbell	a) The Resource Request Analysis for Technology was presented.		

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Technology b) Resource Request Analysis – Maintenance & Operation c) Resource Request Analysis – Professional Development	John Daly Corey Marvin	b) The Resource Request Analysis for Maintenance & Operation was presented. c) The Resource Request Analysis for Professional Development was presented.		
9. President's Report	President Board	No report.		
10. Review of Action Items	President Board/ Jan Moline	1. Committee Chairs will send changes to their committee's charge, composition, evaluation and assessment to President Board and Jennifer Curtis to be added to the March 1, 2018, College Council agenda. Non-substantial changes should be sent to President Board and Jennifer Curtis to be added to the updated Participatory Governance Model Handbook. Completion Date: March 1, 2018.		
11. Miscellaneous		n/a		
12. Future Agenda Items		a) Resource Request Analysis – Staffing & Marketing b) Onboarding New Cerro Coso Employees c) ILO Review d) Accessibility 508 Compliance e) Event Planning Form Presentation– Mike Campbell f) IT Program Review		
12. Future Meeting Dates		~~September 7, 2017~~ ~~February 1, 2018~~ ~~September 21, 2017~~ ~~February 15, 2018~~ ~~October 5, 2017~~ March 1, 2018 ~~October 19, 2017~~ March 15, 2018 ~~November 2, 2017~~ April 5, 2018 ~~December 7, 2017~~ April 19, 2018 ~~January 18, 2018~~		
14. Adjourned		3:46 pm		

Meeting Chair: <u>President Board</u>   Recorder: <u>Jennifer Curtis</u>   **O** Open/**C** Closed

College Council
March 15, 2018
Administrative Conference Room, EW 207
2:00 p.m.

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

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to order		2:09 pm		
2. Reading of the Purpose of the Meeting	Frank Timpone			
3. Approval of Minutes & Action Items	President Board/ Jan Moline	Minutes approved. No action items.		
4. Approval of Agenda	President Board/ Jan Moline	Agenda approved.		
5. Reporting Committees a) Facilities	John Daly	a) Facility projects are currently being reviewed as well as the committee's charge in the Participatory Governance Model handbook. Changes have been made and will be forwarded to Jennifer Curtis. Main building construction is moving forward and the first floor is in the final stages with the celling going up and the lights are being installed. The second floor has a lot of finish work being done. The third floor is in the heavy equipment wrap up phase and they are about to start on the finish work. Final decisions on the colors for the building are being done now. The glass people are on site making changes and installing more glass. The anticipated date to move in is at the end of June and throughout the summer.		
b) Safety & Security	Lisa Couch	b) The Safety & Security Committee has a new classified member on the committee, Sherri Windish. Meetings have taken place with different groups on campus regarding the safety calendar. The spring evacuation drill will be in the afternoon on April 18. The replacement		

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		position for the Safety & Security Manager is in the interview stage and hopefully selections will be made soon.		
c) Technology Resource Team (TRT)	Mike Campbell	c) The safety and security awareness video was shown during the last meeting and can be viewed at https://it.kccd.edu/resources/. Also on that site staff can view updates on IT projects and scheduled maintenance. The Exchange is moving to the cloud and the advantage to all staff members will be the increase in mailbox size. Zoom meeting was used during the last meeting and it was the consensus of the committee that the TRT Team make a recommendation for use of Zoom technology during all meetings. Further discussion will take place regarding transitioning iTV to Zoom in the future. There was discussion regarding the generic agenda and minutes not being in an accessible format. President Board and Jennifer Curtis will work with Sylvia Sotomayor to develop accessible forms. Action Item: President Board and Jennifer Curtis will work with Sylvia Sotomayor to develop an accessible agenda and minutes template for use across Cerro Coso Community College. Completion Date: Ongoing		
d) Student Success Support Programs (SSSP)	Heather Ostash	d) The focus has been on guided pathways and working on the work plan that reflects the initial priorities that came out of the self-assessment. Training and professional development has also taking place with the group attending meetings in Pomona and Fresno. There has been discussions regarding a faculty group attending Plenary this year because the focus is on guided pathways. Jan Moline will look further into that as the Academic Senate President.		
6. Associated Committees a) Budget Development	Lisa Couch	a) The committee is meeting on a weekly basis. Changes were made to the participatory governance page and forwarded to Jennifer Curtis. The budget calendars have been reviewed and it was decided that on April 26, the committee will present the 2018-2019 budget to College Council. The committee is still working on cutting 1.8 million. Permanent labor has increased by 1 million, which equates to 200 FTE, since this time last year. That number will increase once negotiations are complete. Under the current funding formula from the state, there		

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		is no way Cerro Coso Community College can keep up with the increase. Colleges throughout California are having the same issue with the growth model. The model is now being reviewed at the state level. There should be a decision on the funding formula by July 1.		
b) Institutional Effectiveness Committee (IEC)	Corey Marvin	b) The committee discussed guided pathways with the visiting Achieving the Dream coaches. During the work on the accreditation document it became clear that there is an expectation that the college is looking at the data it collects. Now the question is who is looking at the data on a consistent basis. A rough schedule was developed regarding what committee or working group should be looking at what data and the schedule they should be on. The schedule will be shared once it's complete. The composition of the IEC is being reviewed and changes will be brought to college council. All Program reviews have now reached their five year cycle which is a huge feet. IEC is now in a position to start looking at ways to make the document more meaningful so reviews will be done on the template and suggestions made. The Outcome Assessment group continues to do work but has had some slowdowns due to the eLumen implementation.		
c) Professional Development	Corey Marvin	c) The committee has not met since the last College Council meeting. The faculty subcommittee will be meeting to streamline the faculty professional development process.		
d) Accreditation	Corey Marvin	d) The steering committee is not currently meeting. A complete draft of standards 1-4 and the ISER is due March 31, to the Board of Trustees (BOT). The entire document is due to BOT by May 4, 2018.		
7. Constituency Reports a) Academic Senate	Jan Moline	a) The following Program Reviews were affirmed at the meeting today: Paralegal, Kinesiology, Administration of Justice, Library, and Welding. A universal progress report was developed and will be used across the college. When used by email it will require the student to electronically fill in their name, student ID, and email so that faculty have the necessary information to respond. When printed the areas are outlined and instructions in bold ask students to complete the		

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		same information. Printed forms are used to encourage students present them during office hours. However, for online courses or adjunct faculty they may be sent by email. The ad hoc Committee for Incarcerated Student Education brought back a recommendation that a task force be developed so that it is participatory governance committee. President Board will need additional information from Academic Senate prior to a decision being made. The Ped/Tech (Pedagogy and Technology) committee regularly updates recommendations for Online Instructors and shared their revisions to the "Authentication and Integrity" Recommendations at the meeting. Revisions were approved. However, faculty brought up an issue with "fake" students. VP Heather Ostash has not been made aware of any issues with student authentication and stressed that if there was any concerns to please address them with her so appropriate action could be taken.		
b) Classified Senate	Paul Kuttig	b) The constitution has been finalized and changes were made to the Classified Senate page in the Participatory Governance Model handbook. An announcement went out this week regarding nominations for the Classified of the Year.		
c) Student Government	Samuel Kelley	c) The parking permit kiosk in the main parking lot has not been working properly so the students were instructed to contact John Daly if they encounter a problem. There are no changes to their page in the Participatory Governance Model handbook. There is no student representation on the Accreditation Steering Committee at this time. Since there will be no more meetings until the fall it was decided that a student could be appointed at that time. Student elections will be taking place in April with nominations starting on April 2. Faculty of the Year nominations will be done at the same time. Student Government has requested a shift from Region 9 to Region 5. It is the consensus of their group that they feel more a part of Region 9 which includes Porterville and Bakersfield College. VP Heather Ostash will research what that might mean for the group and if there would be any negative repercussions.		
d) Consultation Council	President Board/ Jan			

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e) Community College Association (CCA) f) California School Employee Association (CSEA)	Moline Joe Slovacek Mike Barrett	d) No new meeting since the last College Council meeting. Chancellor Burke will be meeting with the Academic Senate President's to discuss how the Board Policy revisions were handled. e) The security incident at Porterville College was discussed and an MOU was sent to the Chancellor regarding emergency preparedness. Mileage is still being discussed. f) The MOU on the orientation process was signed off. The summer hours will be discussed at the District on March 29.		
8. **Discussion Items** a) Event Planning Form	Mike Campbell	a) The revised Event Planning Form was shared with the group. The form can now be sent through an electronic queue. The assistant in the area where the form is originating will take the completed form and submit for signatures. Once all signatures have been obtained the event will be placed on the Facilities Calendar. Forms must be submitted at least three weeks prior to the event. Make sure that the administrative assistants are also putting events in the room schedule to hold the rooms. Training has taken place with a large number of administrative assistants. If additional training is needed contact Mike Campbell.		
9. **President's Report**	President Board	a) No report.		
10. **Review of Action Items**	President Board/ Jan Moline	1. President Board and Jennifer Curtis will work with Sylvia Sotomayor to develop an accessible agenda and minutes template for use across Cerro Coso Community College. Completion Date: Ongoing		
11. **Miscellaneous**		n/a		
12. **Future Agenda Items**		a) Onboarding New Cerro Coso Employees b) ILO Review c) Accessibility 508 Compliance d) Program Reviews e) Academic Senate Incarcerated Students Committee Proposal		
12. **Future Meeting Dates**		~~September 7, 2017~~ ~~February 1, 2018~~ ~~September 21, 2017~~ ~~February 15, 2018~~ ~~October 5, 2017~~ ~~March 1, 2018~~ ~~October 19, 2017~~ ~~March 15, 2018~~		

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		~~November 2, 2017~~ April 5, 2018 ~~December 7, 2017~~ April 19, 2018 ~~January 18, 2018~~ April 26, 2018 May 8, 2018 If needed		
14. Adjourned		3:41pm		

Meeting Chair: <u>President Board</u>　　　　　　Recorder: <u>Jennifer Curtis</u>　　　　　　**O** Open/**C** Closed