



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
<b>1. Call to order</b>		2:03 pm		
<b>2. Reading of the Purpose of the Meeting</b>	Frank Timpone			
<b>3. Approval of Minutes &amp; Action Items</b>	President Board/ Jan Moline	<p>Minutes approved.</p> <p style="color: red;">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.</p> <p style="color: red;">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.</p>		
<b>4. Approval of Agenda</b>	President Board/ Jan Moline	Agenda approved.		
<b>5. Reporting Committees</b> a) Facilities	John Daly	<p>a) The first meeting for the Facilities Committee took place recently and the following updates were provided.</p> <p>The Main Building is moving along and furniture plans are taking place.</p>		

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<p>b) Safety &amp; Security</p> <p>c) Technology Resource Team (TRT)</p> <p>d) Student Success Support Programs (SSSP)</p>	<p>Lisa Couch</p> <p>Mike Campbell</p> <p>Heather Ostash</p>	<p>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&amp;O is taking care of last minute electricity that wasn't part of the contractors scope of work.</p> <p>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.</p> <p>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.</p> <p>d) The committee did not meet.</p>		

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<p><b>6. Associated Committees</b></p> <p>a) Budget Development</p> <p>b) Institutional Effectiveness Committee (IEC)</p> <p>c) Professional Development</p> <p>d) Accreditation</p>	<p>Lisa Couch</p> <p>Corey Marvin</p> <p>Corey Marvin</p> <p>Corey Marvin</p>	<p>a) The Budget Development Committee will meet at the end of the month.</p> <p>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.</p> <p>e) The Professional Development Committee met Tuesday and worked on the Resource Request Analysis. On agenda.</p> <p>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.</p>		
<p><b>7. Constituency Reports</b></p> <p>a) Academic Senate</p>	<p>Jan Moline</p>	<p>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, &amp; 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</p>		

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		<p>measures were also adopted.</p> <p>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.</p> <p>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.</p>		
b) Classified Senate	Paul Kuttig	b) Has not met.		
c) Student Government	Samuel Kelley	<p>c) Student Government is discussing the following events in March</p> <ul style="list-style-type: none"> <li>• Intermural basketball</li> <li>• Color run</li> <li>• a parkour demonstration</li> </ul> <p>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.</p>		
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.		
<b>8. Discussion Items</b>	Mike Campbell	a) The Resource Request Analysis for Technology was presented.		
a) Resource Request Analysis –				

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
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.		
<b>9. President’s Report</b>	President Board	No report.		
<b>10. Review of Action Items</b>	President Board/ Jan Moline	<b>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.</b>		
<b>11. Miscellaneous</b>		n/a		
<b>12. Future Agenda Items</b>		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		
<b>12. Future Meeting Dates</b>		<del>September 7, 2017</del> February 1, 2018 <del>September 21, 2017</del> February 15, 2018 <del>October 5, 2017</del> March 1, 2018 <del>October 19, 2017</del> March 15, 2018 <del>November 2, 2017</del> April 5, 2018 <del>December 7, 2017</del> April 19, 2018 <del>January 18, 2018</del>		
<b>14. Adjourned</b>		3:46 pm		

Meeting Chair: President Board

Recorder: Jennifer Curtis

Open/ Closed

## **Technology Resource Team**

### Meeting Minutes

02/14/18

*Present:* Mike Campbell, Sylvia Sotomayor, Robin Duff, Rebecca Pang,  
Matt Hightower, Samuel Ortega

*Next meeting:* 3/14/18 2:30pm EW205

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#### **I. Updates since last meeting (10/24/17)**

IT received the 300mg circuit. They divided it up with the following allowances:

100mg to Bishop

100 mg to Mammoth

100 mg to IWV

It was discovered that IWV was capping out on their 100mg share quite frequently whereas Bishop & Mammoth were nowhere near their limits. So it was changed to the following allotments:

50mg to Bishop

50 mg to Mammoth

200 mg to IWV

This seems to be working much better.

KRV: IT has worked with Mediacom to partner with us to provide internet services to our KRV campus & students. BANNER/Exchange are still exclusively on our servers.

News from the Chancellors office is the desire for all California Community colleges to have 1g connections this year; funded by the Chancellor's office.

#### **II. College Radio station**

##### **a. Sawyer Chrisman, presenting**

Students have been talking about starting a college radio station to promote community events happening on campus, especially ones that are helpful to students. They also are thinking about having a broader audience which our clubs can promote themselves and utilize it as another form of exchanging information besides flyers. Students have expressed a desire to have music playing, host pop in events.

Mike suggested that due to difficulties establishing a stand-alone radio station: FCC Licenses, BMI Licenses, and the mounds of paperwork required it can be tedious and time consuming. He suggests that maybe we partner with a local radio station

and have a Cerro Coso timeslot to utilize to promote events, clubs, athletics, news from Cerro Coso. Mike also suggested that Sawyer approach a faculty member from the communications (Melanie Jeffries) about becoming a Faculty Advisor for this. Sawyer interns at Adelman Broadcasting in Ridgecrest. He will research the possibilities of partnering with them; and will also seek out Melanie Jefferies to see if she is interested in becoming an advisor. He will return at the next meeting to update us on his progress.

### **III. Safety Awareness**

- a. Social Media February 2018. This raised the question “Do we have a Social Media Policy in place?”

No. The college does have a Facebook page, twitter account, YouTube channel but the only person who can post to these accounts is our PIO Natalie Dorrell. Twitter & LinkedIn are part of Canvas but the college does not have any control over what the faculty does with these accounts.

Mike will bring up the concerns over liability and access on his level  
Rebecca will bring them up on her level.

- b. A Security Awareness course has been developed in Canvas on District’s side for all employees. In about a month Mike will send out an email making staff aware of the course and to look for further information from the District. All staff will be automatically enrolled in the course, it is not a required course but will be very beneficial and we are encouraged to go through it at our own pace.

### **IV. March/April BANNER 9 training (basic navigation) will start occurring.**

- a. Currently department trainings are taking place and they will come train us. It will be a different BANNER since it is web-based.

### **V. District IT Governance Committee**

- a. This committee will meet 3 to 4 times a year. They are a recommending committee for projects that will require IT resources from the District. The points systems is based off of the District funding model. If all 3 colleges want something done then it becomes a priority project & points aren’t necessary.
- b. We cannot use our points on existing projects, only for new projects coming up down the road.
- c. This is a trial committee right now. All RUN projects are exempt from this committee. BANNER 9 is exempt from this committee.

## **VI. Hardware Replacement Plan**

- a. Based on the TRT agreeance and the purchase of solid state drives IT will go from a 5 year to a 7 year replacement plan. The plan was reviewed. Main Building needs were not included in this plan; instead they are in the IT Resource Plan. The consensus of the committee was the plan is good and Mike will now present it to College Council on 2/15/18. Matthew Hightower will also disperse the plan information to the Academic Senate at their next meeting.

## **VII. IT Resource Plan**

- a. The annual resource plan is complete and ready to go to College Council on 2/15/18. We reviewed the line item for the Main Building needs and found it to be complete. The plan will next go to the Budget Committee for review.

## **VIII. Other Area reports**

- a. Mike will give Rebecca Pang the expiration date of TurnItIn.com license.
- b. There is a change in the funding model implementation that will go into effect on 7/1/18. Mike will update the TRT as soon as possible.
- c. PED Tech met in January. They are reviewing documents, academic integrity, and authentication.
- d. Rebecca talked about a resolution to join OEI exchange. IT is to go forward to College Council on 2/15/18 to discuss our ability to get a spot in the new cohort. Currently 49 colleges are in the exchange. There is talk that we might lose students if we do not join. The advantages of joining are: more accessibility support/ paid for (doesn't come out of our college budget); programs like Turnitin are paid for by the exchange. The 1<sup>st</sup> cohort was only 6 colleges; there was no noticeable enrollment change by joining. 2<sup>nd</sup> cohort is expected to be much bigger and will provide more information on how the exchange will affect the colleges involved. The exchange has not indicated how many colleges they will accept in this 2<sup>nd</sup> cohort. Also if all the colleges in a District want to join then that District is given priority.
- e. You Do It; is an open source program created by Univ. Of Florida. Has been given the go ahead to be used instead of ally per Rebecca. In 2 months they will have trainings for faculty use. Mike says that open source is a concern. Rebecca will follow up with Dave regarding agreeance and update Mike ASAP.