



College Council
 December 3, 2015
 Administrative Conference Room, EW207
 2:00 p.m.

Present: President Board, Gale Lebsock, Mike Campbell, Lisa Stephens, Kristin Hanle, Deanna Campbell, Laura Vasquez, Mike Barrett, Karee Hamilton, Christine Abbott, Kara Tolbert, Kim Blackwell, Kurtis Williams, Joe Slovacek

Absent: Corey Marvin, Heather Ostash, John Daly, John Stenger-Smith, Anna Sue Eldridge

| TOPIC | FACILITATOR | SUMMARY/ FOLLOW-UP | O | C |
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| 1. Call to order | | 2:03pm | | |
| 2. Reading of the Purpose of the Meeting | Laura Vasquez | | | |
| 3. Approval of Minutes & Action Items | President Board/Laura Vasquez | Minutes approved. <ol style="list-style-type: none"> 1. There are three faculty members who would like to serve on a college committee so contact Laura Vasquez if you need a faculty member on your committee. Completed 2. SSSP needs to be added as a reporting committee on College Council with Heather Ostash as the facilitator. Will be added in January Agenda. 3. Annual Unit Plans will be presented to College Council starting November 5, 2015. More discussion will take place on how to schedule the read of the Annual Unit Plans since it will take more than one meeting. The calendar will be reviewed and an invite will be sent out to College Council with the dates. Completed | | |
| 4. Approval of Agenda | President Board/Laura Vasquez | Agenda approved. | | |
| 5. Reporting Committees a) Facilities | President Board | a. The following report was originally presented by President Board to Academic Senate. <ol style="list-style-type: none"> 1. Construction and safety concerns at IWV <ul style="list-style-type: none"> • Our safety and security are a top priority and will be increased across our campus and sites. • Alternative evacuation routes and reporting areas at IWV have been identified and will be reported out. • Power outages will be planned with a 72 hour notice. Remember | | |

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| <p>b) Safety & Security</p> <p>c) Technology Resource Team</p> | <p>President Board</p> <p>Mike Campbell</p> | <p>that true power outages cannot be controlled.</p> <ul style="list-style-type: none"> • Access for our disabled students to the east wing is a high priority and will continue to be monitored with the contractors. • Concerns with safety of the east wing metal stairs is being addressed and resolved during the break. • Hardware project should be approved by the Board in February and a projected start at Cerro Coso IWV during the summer of 2016. KRV will be done during their remodel. • The hardware project will standardize all our buildings at each campus so all exterior doors will be card activated. • Our focus needs to change on safety and security on all our campuses. We need to hire a professional expert to address our gaps in the area of safety and security. • Adopting a Behavioral Intervention Team to help be proactive as possible with all that is happening on college campuses nationwide. • Hire a professional expert to assist us with our safety and security so that we maintain our safe educational environment. <p>b. Report combined with facilities.</p> <p>c. The Annual Unit Plan and initiatives from the plans were reviewed. ESARS has been discussed with Student Services. There is still some question as to whether or not the program can be used for non-students to request their own appointments. Canvas vs. Moodle has also been discussed. There is a Banner update starting in January. Employees will be migrated to Skype for Business in December and will be used across all sites.</p> | | |
| <p>6. Associated Committees</p> <p>a) Budget Development</p> <p>b) Institutional Effectiveness</p> <p>c) Professional Development</p> <p>d) Accreditation</p> | <p>Gale Lebsock</p> <p>Corey Marvin</p> <p>Corey Marvin</p> <p>Corey Marvin</p> | <p>a) The committee will meet next week. The BAM committee met in November. There will be five more BAM meetings at the DO.</p> <p>b) No report.</p> <p>c) No report.</p> <p>d) No report.</p> | | |
| <p>7. Constituency Reports</p> <p>a) Academic Senate</p> | <p>Laura Vasquez</p> | <p>a) Professional Development is proposing moving Flex Day to the sixth week in the semester. That would mean that school would start the Friday before we</p> | | |

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| b) Classified Senate | Kim Blackwell | <p>usually start to accommodate this. AB288 states that professional development must be inclusive to all faculty, staff, and administrators. This would go in to effect during the 16-17 school year. A report out of the Equity Plan was provided by Vice President Heather Ostash.</p> <p>b) A \$25.00 gift card will be donated to the IWV Wholiday celebration on December 11, 2015.</p> | | |
| c) Student Government | Kurtis Williams | <p>c) The Halloween dance and Fall Festival was a success. The Fall Festival included an outdoor movie and games and was well attended by the community. Clubs from Cerro Coso Community College were involved and had booths and each club kept the proceeds from the day. Questions regarding college hour were sent out and the results should be ready soon. Student Government is currently working on rewriting their constitution and it will be voted on once it is complete. They will be adding a new position, Inter Club Council Representative, which will help the clubs do their reports and run their functions on the campus.</p> | | |
| d) Consultation Council d.1) Board Policies | President Board/Laura Vasquez | <p>d.1) Board policies addressed at Consultation Council were shared with the group. All board policies are being revised to mirror the California Community College League language.</p> <p>The following board policies will be going to the board in February 5d, 5c, 5e, 5f, 5g, NS 4f10.</p> <p>There will be a second reading for 4af-Prerequisites. The language on the policy is legally required based upon new legislation. Contact President Board or Laura Vasquez with questions.</p> <p>4F10- Student Complaints procedures will be going for a second reading as well. Sexual assault on campus language is new and all are encouraged to read and share with your constituents.</p> <p>Action Item: Board Policies should be reviewed with your constituencies and questions or input brought to the January 21, 2016 meeting. Completion Date: January 21, 2016.</p> | | |
| e) CCA | Christine Abbott | <p>e) The union is still working on how much out of pocket will be paid for medical. More information should be known early next semester. The CART committee is currently examining the mileage paid to department chairs when they travel to other campuses for evaluations.</p> | | |

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| f) CSEA | Mike Barrett | f) A collective bargaining agreement will be ratified shortly. Negotiations on health care will meet on December 10, 2015. | | |
| 8. Discussion Items a) Employee Break Room | President Board/Mike Barrett | a) There has been concern by the classified employees that they are unable to eat at their desks or take breaks there. It was shared that there has been additional seating installed in the gymnasium lobby for everyone to use for breaks or lunches. We are all struggling with space and there is no room for a dedicated break room during our remodel. We are working on identifying a more appropriate smoking area that doesn't impact any of the modulars in the villages while providing some shelter. More information will be shared once an appropriate location is determined. | | |
| 9. President's Report a) Behavior Intervention Teams – AB767 b) Faculty Hiring c) John & Suanne Roueche Excellence Award Recipients | President Board | a) Discussed under Safety and Security. b) Three faculty will be hired, two replacements and one new. The areas that will be hired are DSPS Counselor, Administration of Justice, and Allied Health Careers. The faculty will be working on getting their hiring committees together. c) Heather Ostash and Karee Hamilton are the recipients of the John & Suanne Roueche Excellence Award this year. | | |
| 10. Review of Action Items | President Board/Laura Vasquez | <ol style="list-style-type: none"> 1. Board Policies should be reviewed with your constituencies and questions or input brought to the January 21, 2016 meeting. Completion Date: January 21, 2016 2. It was the consensus of the group that a survey would be designed and sent to College Council and the Budget Development Committee to see if Annual Unit Plans should be presented at College Council each year. Completion Date: January 2016. | | |
| 11. Miscellaneous | | Academic Senate shared that they felt the Annual Unit Plan presentations at College Council were not helpful. The Classified employees shared that they found the reports valuable. It was the consensus of the group that a survey would be designed and sent to College Council and the Budget Development Committee to see if Annual Unit Plans should be presented at College Council each year. Action Item: It was the consensus of the group that a survey would be designed and sent to College Council and the Budget Development Committee to see if Annual Unit Plans should be presented at College Council each year. Completion Date: January 2016. | | |

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| 12. Future Agenda Items | | | | |
| 12. Future Meeting Dates | | September 3, 2015 January 21, 2016 October 1, 2015 February 4, 2016 October 15, 2015 February 18, 2016 November 2, 2015 Special Meeting November 5, 2015 March 3, 2016 November 19, 2015 April 7, 2016 December 3, 2015 April 21, 2016 June 2, 2016 (if needed) | | |
| 14. Adjourned | | 3:45pm | | |

Meeting Chair: President Board

Recorder: Jennifer Curtis

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area including property adjacent to the campus that may be public property. The Clery Act also requires reports of student disciplinary referrals in addition to arrests for drug, alcohol and weapons offenses. These offenses are considered “Clery-Reportable.” Even though these statistics are not reportable per local, state, or federal law enforcement guidelines, they are Clery-reportable and will be included in this report.

The Cerro Coso Community College Campus Safety Office staff begins in January of each year to collect crime statistics from the previous calendar year by submitting written requests to various reporting entities. When criminal activity occurs outside of the jurisdiction of the Cerro Coso Community College Campus Safety Office staff, a local law enforcement agency follows its own procedures to create a police report for each incident. Upon the request of the Cerro Coso Community College Campus Safety Office staff, the outside agency may then submit its statistics to the campus. The outside agency is not mandated to provide statistics and will sometimes fail or decline to do so. When this data is received, it is reviewed to ensure that there are no duplications in reporting efforts between the Cerro Coso Community College Campus Safety Office and the outside reporting agency. Although every effort is made to avoid duplication of reports received from campus security authorities and other police agencies, an individual incident may be reported to campus and the outside agency, and thus counted as a statistic more than once.

When a crime is reported, individual reports may be forwarded to other department and/or agencies for follow up. In some cases involving lesser offenses, the report will be forwarded to the Office of Student Services for adjudication through the campus's disciplinary referral process. These types of incidents that are Clery reportable are listed as Disciplinary Referrals in the Crime Statistics section of this report.

For further inquiries or comments please contact the Cerro Coso Community College Safety and Security Program Manager at (760)384-6367 or cc_saftey@listserv.cerrocoso.edu

Security Awareness Programs

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

Training Programs

Cerro Coso Community College offers many safety awareness and prevention programs designed to inform the campus community about safety and security policies and procedures. Information is also disseminated to students and employees through videos, press releases, as well as articles and via social media. In 2016, Cerro Coso Community College, in conjunction with the Kern Community College District, implemented a web-based training program with safety courses available to all employees. Additionally, Cerro Coso Community College provided Behavioral Intervention Team (BIT) training and initiated a Behavioral Intervention Team to help prevent and reduce incidents of disruptive and dangerous behavior on campus.

As a part of the awareness program, Cerro Coso Community College partners with the Clery Center for Security on Campus to participate in the National Campus Safety Awareness Campaign. The college is currently modifying the on-campus training program for new students and new employees to promote prevention and awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. You can also find more safety information in the Kern Community College District Campus Safety Handbook at https://www.kccd.edu/sites/kccd.edu/files/page/Campus_Safety.pdf

2016 Trainings Offered/Completed at Cerro Coso

- ICS 100 Intro to the Incident Command System for Higher Education
- ICS 700 Intro to the National Incident Management System
- Emergency Evacuation Procedures