



College Council
 September 21, 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

Absent: Mike Barrett, Deanna Campbell, Lisa Stephens

Guests: Ryan Khamkongsay

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to order		2:02pm		
2. Reading of the Purpose of the Meeting	Jan Moline			
3. Approval of Minutes & Action Items	President Board/ Jan Moline	<p>Minutes approved.</p> <ol style="list-style-type: none"> 1. All members of College Council should review the results of the survey with their constituents and bring back recommendations to improve communication and strategies for improving transparency and communication at the next College Council meeting. Completion Date: September 21, 2017. On agenda. 2. President Board will be sending out information to all sites letting everyone know how they can access minutes, agendas, and supporting documents for College Council. Completion Date: September 21, 2017. Completed. President Board sent out instructions in her weekly President's Brief. 		
4. Approval of Agenda	President Board/ Jan Moline	Agenda approved.		
5. Reporting Committees				
a) Facilities	John Daly	a) The Facilities committee will have their first meeting in October. The meetings will take place the second Wednesday of the month.		
b) Safety & Security	Greta Robinson	b) The Safety & Security committee has just received confirmation of faculty representation so they will be scheduling their first meeting soon. The Great Shake Out is scheduled for October 19, at 10:19am. It was		

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<p>c) Technology Resource Team (TRT)</p> <p>d) Student Success Support Programs (SSSP)</p>	<p>Mike Campbell</p> <p>Heather Ostash</p>	<p>requested that the Safety & Security committee provide a calendar of events to share with the college. There was also a request from Classified employees to have training on CPR, fire, active shooter, disaster, etc.</p> <p>c) The Technology Resource Team’s first meeting will take place next week. The meeting times will be every fourth Tuesday of the month.</p> <p>d) The Student Success Supports Program’s first meeting will be on October 27.</p>		
<p>6. Associated Committees</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 first Budget Development committee meeting was today. The adopted budget that was approved at the board meeting last week was reviewed. Cerro Coso saw an additional \$98,000. The committee is developing a rubric to test this year. If the rubric is successful, they will implement the document starting in 2018-2019 academic year. The rubric will assist the committee in evaluating and assigning priority to the requests that are received. An online budget request form is being designed and should be ready in 2018-2019 academic year also.</p> <p>b) The Institutional Effectiveness Committee met last week and discussed goals for this year. The committee also discussed the concept of a college master score card with performance indicators and felt it was essential. Tracking key performances each year is important so this type of tool would be helpful. It was stressed that the items being tracked are ones that are already being tracked for other areas.</p> <p>c) The Professional Development committee met last week and discussed the charge, composition, and evaluation and assessment of the committee. Once the above items have been revamped, they will be brought to College Council for review. There was also discussion regarding committee goals for the year.</p> <p>d) As the standards are completed and presented they will be brought to College Council for review. This will likely take place over the course of the semester and the final document will be presented in January. The Board has developed an Accreditation subcommittee and they are requesting</p>		

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		that the standard leaders present their final document to them in April. President Board reported that she received a letter from ACCJC asking for a list of peer reviewers who can participate on accreditation peer review teams. That list is due to ACCJC by November 1, 2017.		
7. Constituency Reports a) Academic Senate b) Classified Senate c) Student Government	Jan Moline Paul Kuttig Samuel Kelley	a) The Academic Senate met today and there was discussion regarding the updating of their bylaws and that there was no legal opinion on the changes as of the meeting. It was noted that there are three other colleges that have the same model so Academic Senate opted to move ahead with the vote on the bylaws and the proposed additions were approved by a unanimous vote. The Academic Senate will meet once a month and the Executive committee will take over more items that would normally be discussed during the senate meetings. There was discussion on communication and there will be further discussions regarding that. The committee will use canvas to post committee minutes and agendas. b) The first Classified Senate meeting took place this week. Discussions at the meeting were regarding organization and what type of trainings the classified employees felt were important. It was agreed that governance reporting would be moved from the CSEA meetings to the Classified Senate meetings. There was a request to resurrect the Lunch & Learns ran by classified staff. President Board tasked Corey Marvin to take up creating a calendar of training opportunities through the Professional Development Committee. c) Constitution Day was a success. Finding space to have their meeting has been a struggle this year. Heather Ostash will work with Pam Campbell to find a permanent location for their meetings. There was also concern regarding the space they have been provided to store their items because there is still other items that do not belong to them being stored in the same cubbies. John Daly will work with Student Government to make sure the items that do not belong there are removed. Bylaws are being reviewed and revised. It has been decided that one constitution will be developed for all the groups and then each group could develop their own bylaws. There is a general session in October so it was suggested that the		

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<p>d) Consultation Council</p> <p>e) Community College Association (CCA)</p> <p>f) California School Employee Association (CSEA)</p>	<p>President Board/ Jan Moline</p> <p>Joe Slovacek</p> <p>Mike Barrett</p>	<p>group look for help there with the writing of the constitution template.</p> <p>Action Items:</p> <ol style="list-style-type: none"> 1. Heather Ostash will work with Pam Campbell to find a permanent location for the Student Government meetings. Completion Date: October 5, 2017. 2. John Daly will work with Student Government to free up the space in their cubicles. Completion Date: October 5, 2017. <p>d) Consultation Council has not met since the last College Council meeting.</p> <p>e) The Community College Association discussed the issue of the non-teaching faculty not receiving pay raises. It was felt that it was not on the negotiators radar until now so that will be looked at next time negotiations are happening.</p> <p>f) No report.</p>		
<p>8. Discussion Items</p> <p>a) Constituent Feedback - Improving Communication, and strategies for improving transparency and communication</p>	<p>President Board</p>	<p>a) The following ideas were provided from the constituents on how to improve communication and strategies to improve transparency</p> <ol style="list-style-type: none"> 1. Use of Zoom or Livestream. <ul style="list-style-type: none"> - Can be recorded to the zoom cloud 2. Have Rep groups put the college council report to the beginning – focus on importance. 3. Proactively ask for input prior to the meeting – take down to the micro level of team meetings. 4. Use of T.V.'s to message meeting times and places. 5. Committee Calendar. 6. Add a link to the Participatory Governance page for Academic Senate, Classified Senate, CCA, and CSEA. 7. Keep a running list of input items to indicate what kind of things/areas are being asked for and what the due dates are. 8. Disseminate minutes to committee members prior to making them official. 		

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		<p>9. Have a public comment section of the meeting. 10. Email that the minutes are posted with a link.</p> <p>Action Item:</p> <ol style="list-style-type: none"> 1. Mike Campbell will discuss with Sylvia Sotomayor developing a calendar that has committee dates and times that can be accessed by all employees. Completion Date: October 5, 2017. 2. A draft of the minutes will be sent to College Council members as a tool for them to use to communicate with their constituencies. Completion Date: October 5, 2017. 3. College Council members are tasked with asking for input on the items listed to improve communication and strategies to improve transparency. Completion Date: October 5, 2017. 4. Jennifer Curtis will send a link out to the cc_all listserve once the approved minutes and agenda have been posted to the Cerro Coso Governance page. Completion Date: October 5, 2017 		
<p>9. President's Report 9.a) FTES Growth Target</p> <p>9.b) Education Futures Project</p>	<p>President Board</p>	<p>a) This past week there was an agreement made to have a FTES growth target of 5%. Our target is 2899, an increase of 120 FTES from last year. It was felt that this target was attainable.</p> <p>b) President Board received an email soliciting colleges to submit a letter of intent to apply for The Education Futures Project. This project provides funding for colleges to partner with K-12 and four year universities to create pathways that will increase STEM teaching faculty. There is hope that this is something that would benefit our K-12 partners in our rural areas. There has not been a decision made yet to participate.</p>		

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<p>10. Review of Action Items</p>	<p>President Board/ Jan Moline</p>	<ol style="list-style-type: none"> 1. Heather Ostash will work with Pam Campbell to find a permanent location for the Student Government meetings. Completion Date: October 5, 2017. 2. John Daly will work with Student Government to free up the space in their cubicles. Completion Date: October 5, 2017. 3. Mike Campbell will discuss with Sylvia Sotomayor developing a calendar that has committee dates and times that can be accessed by all employees. Completion Date: October 5, 2017. 4. A draft of the minutes will be sent to College Council members as a tool for them to use to communicate with their constituencies. Members will be tasked with asking for input on the above items and what their constituents would like. Completion Date: October 5, 2017. 5. College Council members are tasked with asking for input on the items listed to improve communication and strategies to improve transparency. Completion Date: October 5, 2017. 6. Jennifer Curtis will send a link out to the cc_all listserve once the approved minutes and agenda have been posted to the Cerro Coso Governance page. Completion Date: October 5, 2017. 7. Mike Campbell will discuss with Sylvia Sotomayor using the electronic signage to announce governance committee meetings. Completion Date: October 5, 2017. 		
<p>11. Miscellaneous</p>		<p>There was a request to use the electronic signage to announce governance and reporting committee meetings times and locations. Mike Campbell will have a conversation with Sylvia Sotomayor and report back.</p> <p>Action Item: Mike Campbell will discuss with Sylvia Sotomayor using the electronic signage to announce governance committee meetings. Completion Date: October 5, 2017.</p>		

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12. Future Agenda Items		a) Onboarding New Cerro Coso Employees b) ILO Review c) Accessibility 508 Compliance d) Event Planning Form Presentation– Mike Campbell e) Education Master Plan Presentation – October 19, 2017 Corey Marvin f) Annual Unit Plan Presentations – November 2, and December 2, 2017																
12. Future Meeting Dates		<table border="0"> <tr> <td>September 7, 2017</td> <td>February 1, 2018</td> </tr> <tr> <td>September 21, 2017</td> <td>February 15, 2018</td> </tr> <tr> <td>October 5, 2017</td> <td>March 1, 2018</td> </tr> <tr> <td>October 19, 2017</td> <td>March 15, 2018</td> </tr> <tr> <td>November 2, 2017</td> <td>April 5, 2018</td> </tr> <tr> <td>December 7, 2017</td> <td>April 19, 2018</td> </tr> <tr> <td>January 18, 2018</td> <td></td> </tr> </table>	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			
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14. Adjourned		3:51 pm																

Meeting Chair: President Board

Recorder: Jennifer Curtis

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