

**College Council  
Agenda  
September 14, 2006 1:30 PM  
Administrative Conference Room**

AGENDA	DISCUSSION CONTENT	FOLLOW UP
1. <b>Call to Order</b>		
<b>2. Agenda Items</b> <ul style="list-style-type: none"> <li>• <u>Annual Calendar of Meetings (All)</u> <ul style="list-style-type: none"> <li>○ Meeting Dates Identified Spring Semester           <ul style="list-style-type: none"> <li>▪ Sept. 28, 2006</li> <li>▪ Oct. 26, 2006</li> <li>▪ Nov. 9, 2006</li> <li>▪ Dec. 14, 2006</li> </ul> </li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• <u>Membership</u> <ul style="list-style-type: none"> <li>○ What Groups are represented?</li> <li>○ Should Valerie Karnes' faculty position be replaced for the semester?</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• <u>Organization of the Council and Brown Act Implications:</u></li> </ul>		
<ul style="list-style-type: none"> <li>• <u>Sub-Committee Proposal</u>  <u>Facilities:</u> President, VP Student Learning, Director M&amp;O, Facilities Planning, 3 Classified Staff, 3 Faculty, At least one member from ESCC</li> </ul>		

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<p><u>Budget</u>: President, Chief Business Officer, VP Students, 3 Classified Staff, 3 Faculty, 1 Student, At least one member from site</p> <p><u>Other?</u></p>		
<ul style="list-style-type: none"> <li>• <u>Small Scheduled Maintenance (SM) Projects (John)</u></li> </ul>		
<ul style="list-style-type: none"> <li>• <u>Website Redesign (Cory Ratliff)</u></li> </ul>		
<ul style="list-style-type: none"> <li>• <u>Budget and Senate Bill #361 Update</u></li> </ul>		
<ul style="list-style-type: none"> <li>• <u>Participatory Governance Document</u></li> </ul>		
<ul style="list-style-type: none"> <li>• <u>District and Cerro Coso Strategic Plans</u></li> </ul>		
<p><b>3. Other</b></p>		

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<ul style="list-style-type: none"><li>• Construction Update @ 2:30 PM<ul style="list-style-type: none"><li>○ Chris Addington via Video</li></ul></li></ul>		
<b>4. Next Meeting</b>		
<b>5. Adjournment</b>		

**College Council  
Meeting Minutes  
September 14, 2006  
Administrative Conference Room**

AGENDA	DISCUSSION CONTENT	FOLLOW UP
<p><b>1. Call to Order: 1:50 PM</b></p>	<p><b>Present:</b> Ted Higle (ASCC President), Gayle Whitlock, Mary Retterer, Cori Ratliff, Gale Lebsock, Lisa Couch, Mike Barrett (via video), John Daly, Jane Harmon, Kathy Salisbury, Jill Board, Valerie Karnes, Shannon Bliss, Jan Moline, Lisa Fuller, Karen O'Connor</p>	<p><b>Absent:</b> Maris Wagener, Mary Peoples</p>
<p><b>2. Agenda Items</b></p> <ul style="list-style-type: none"> <li>• <u>Annual Calendar of Meetings</u> (All) <ul style="list-style-type: none"> <li>○ Meeting Dates Identified Spring Semester <ul style="list-style-type: none"> <li>* <del>Sept. 28, 2006</del> <i>changed</i></li> <li>* <del>Oct. 26, 2006</del> <i>changed</i></li> <li>* <del>Nov. 9, 2006</del> <i>changed</i></li> <li>* <del>Dec. 14, 2006</del> <i>time change</i></li> </ul> </li> </ul> </li> </ul>	<p>Due to meeting conflicts, College Council representatives decided to revise the College Council's meeting's dates &amp; times. The October 26<sup>th</sup> meeting will have a location change.</p> <p><b><u>Meeting Changes</u></b>  12-Oct-06 2-4 PM 214d  24-Oct-06 2-4 PM <b>LRC 604</b>  30-Nov-06 2-4 PM 214d  14-Dec-06 2-4 PM 214d</p>	<p>Change the College Council meeting dates, times, and location to reflect the revisions.</p> <p>The Accreditation Team may observe the October 26<sup>th</sup> College Council meeting in LRC 604. Video conferencing will be available for site representatives if needed.</p>
<ul style="list-style-type: none"> <li>• <u>Membership</u> <ul style="list-style-type: none"> <li>○ What Groups are represented?</li> <li>○ Should faculty Director of I.T. position be replaced for the semester?</li> </ul> </li> </ul>	<p>Discussion was entertained about identifying representation to the College Council what it should be and why. Should the faculty I.T. Director position be replaced for the semester and what <i>is the purpose of having a Child Development Center representation?</i></p>	<p>As a result of discussion the Child Care Center Director position was identified as full-time faculty which reflects faculty representation to College Council.</p> <p>Due to the Child Development Center member being moved into a faculty position, the decision was made that</p>

<p><u>Membership (continued)</u></p>		<p>the Center is now covered through the Academic Senate representation.</p>
<ul style="list-style-type: none"> <li>• <u>Organization of the Council and Brown Act Implications:</u></li> </ul>	<p>The College Council is a Brown Act Committee because its input affects policy at the College. Consequently, the College Council is an open meeting.</p> <p>Discussion ensued about the different types of committees served within the College Council and whether or not they are Brown Act Committees or not.</p> <p>Ad Hoc Committees within the College Council are not Brown Act Committees and can meet confidentially. The Ad Hoc Committee meeting addresses an issue and once the committee resolves the issue, the committee goes away. Standing Committee meetings are under the Brown Act Committee guidelines.</p>	<p>College Council is a Brown Act Committee and therefore should follow the guidelines as such.</p> <p>Standing Committees, those committees that are ongoing, are also Brown Act Committees, and as such follow the Brown Act Guidelines.</p> <p>Ad Hoc Committees that dissolve upon completion of their task, are not Brown Act Committees.</p>
<ul style="list-style-type: none"> <li>• <u>Sub-Committee Proposal</u>  <u>Facilities:</u> President, VP Student Learning, Director M&amp;O, Facilities Planning, 3 Classified Staff, 3 Faculty, At least one member from ESCC</li> </ul>	<p>What Standing Committees should be within College Council? The Facilities and Budget Development Committees were identified as Standing Committees within the College Council and as such, are subject to Brown Act guidelines.</p>	<p>The Facilities and Budget Development Committees will provide their membership, with names, to College Council. These committees will also develop a committee charge and submit it to College Council. The</p>

<p><b><u>Budget:</u></b> President, Chief Business Officer, VP Students, 3 classified Staff, 3 Faculty, 1 student, At least one member from site</p>	<p>The representation on the Standing Committees were discussed and changed.</p> <p>A Standing Committees must develop a charge and committee membership. Any committee does not have to include only College Council members. Any committee can invite a specialist to their Committee.</p> <p>Representation on the <b><u>Facilities Committee</u></b> will consist of: President, Vice President, Student Learning, Director of M&amp;O, Director of Facilities Planning (Joann Handeland), 2 Classified Staff, 2 Faculty, at least one member of ESCC, and 2 (can alternate) ASCC Representatives</p> <p>Representation on the <b><u>Budget Development Committee</u></b> will consist of: President, Chief Business Officer, VP SL, VPSS, 2 Classified, 2 Faculty, At least one member from a site</p>	<p>Facilities and the Budget Development committees report to the College Council their recommendations.</p> <p>Joann Handeland and John Daly will participate on the Facilities Planning Committee.</p> <p>Again, any committee can invite a specialist to their Committee.</p>
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<ul style="list-style-type: none"> <li>• <u>Small Scheduled Maintenance (SM) Projects (John)</u></li> </ul>	<p>Now is the time to begin the process of fixing small maintenance projects, utilizing efficient use of the funds. SMP are identified in the \$2,000 to 4,000) range.</p> <p>The reporting mechanism for submitting small scheduled maintenance projects consists of faculty reporting to their faculty chair and the classified to their immediate supervisor.</p>	<p>An Ad Hoc sub committee will be formed, consisting of John Daly and Joann Handeland with representation from faculty and classified. The Committee will meet every week.</p> <p>Faculty Chairs and Immediate Supervisors submit projects to this Ad Hoc Facilities Committee.</p>
<ul style="list-style-type: none"> <li>• <u>Website Redesign (Cory Ratliff)</u></li> </ul>	<p>The existing CCCC Website is not meeting the needs of the College. We need to focus on programs, marketing student success. We need to form group consisting of faculty and staff for input.</p> <p>A proposal was made to purchase Design Software (Ectrons CMS400) to enhance the website. The enhancement/updating of the CCCC Website is not contingent on the purchase of the design software. However, the software would make updating much easier.</p>	<p>A working group will be formed to assist in designing a new CCCC Website.</p> <p>Design software can be submitted from available one time funding.</p>
<ul style="list-style-type: none"> <li>• <u>Budget and Senate Bill #361 Update</u></li> </ul>	<p>Senate Bill (SB) #361 has passed both the Assembly and the State Senate. The Governor plans to sign the Bill at Glendale Community College, where it originated.</p>	

<ul style="list-style-type: none"> <li>• <u>Participatory Governance Document</u></li> </ul>	<p>An older version of the Participatory Governance Model was disseminated.</p> <p>Jan Moline possessed a newer version of the Model.</p>	<p>Jan Moline will meet with Dr. Retterer, and Lisa Fuller to update the Participatory Governance Model for presentation to the College Council for review.</p>
<ul style="list-style-type: none"> <li>• <u>District and Cerro Coso Strategic Plans</u></li> </ul>	<p>The District and Cerro Coso Strategic Plans were disseminated to the College Council for review and file.</p> <p>The Cerro Coso Community College Strategic Plan will need to be aligned with the KCCCD Strategic Plan.</p>	<p>A Standing Committee will be formed to address the Cerro Coso Community College Strategic Plan to align it with the KCCCD Strategic Plan.</p> <p>This Committee is a Standing Committee and a charge will be developed along with membership with names identified and submitted to the College Council for reporting and recommendations.</p>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Construction Update @ 2:30 PM       <ul style="list-style-type: none"> <li>○ Chris Addington via Video</li> </ul> </li> </ul>	<p>At approximately 2:26 PM Chris Addington and Randy Patterson joined the College Council via video conference to provide a construction update. Joann Handeland also joined the College Council to explain or answer any questions the Council might have.</p> <p>One time funding is available for small maintenance projects.</p> <p>Chris Addington and Randy Patterson signed off at 2:40 PM.</p>	



College Council Meeting Agenda

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<ul style="list-style-type: none"><li>• <b>Career Focus</b></li></ul>	A copy of the Career Focus was shared with the College Council. The Career Focus, a large magazine with a custom focus to ones college, was presented to the Chancellor for review. The Chancellor was impressed and is considering focus and distribution district-wide focus.	
<ul style="list-style-type: none"><li>• <u>Format Changes</u></li></ul>	The Council was asked to review the format of the Council for operational changes.	Please email Dr. Retterer or Lisa Fuller for any suggested changes.
<b>4. Next Meeting</b>	The next meeting is scheduled for October 12, 2006, at 2:00 PM in the Administrative Conference Room 214d.	
<b>5. Adjournment</b>	The meeting adjourned at 4:04 PM	

**College Council  
Agenda  
October 12, 2006 2:00 PM  
Administrative Conference Room**

AGENDA	DISCUSSION CONTENT	FOLLOW UP
1. Call to Order		
2. Agenda Items		
<ul style="list-style-type: none"> <li>• Shared Governance Model (Retterer)</li> </ul>		
<ul style="list-style-type: none"> <li>• Length of Service Pins (Couch)</li> </ul>		
<ul style="list-style-type: none"> <li>• Sub Committees (Retterer)               <ul style="list-style-type: none"> <li>○ <u>Facilities</u> <ul style="list-style-type: none"> <li>▪ President</li> <li>▪ Vice President of Student Learning</li> <li>▪ Director of Maintenance &amp; Operations</li> <li>▪ Director of Public Information and Facilities Planning</li> <li>▪ Director of Eastern Sierra College Center</li> <li>▪ Two Faculty Members</li> <li>▪ Two Staff Members</li> <li>▪ Two Students</li> <li>▪ Individuals from specific areas maybe invited if discussion pertains to their areas.                   <ul style="list-style-type: none"> <li>• <u>Example:</u> discussion of the renovation of the science labs would include science faculty.</li> </ul> </li> </ul> </li> </ul> </li> </ul> <p style="text-align: center;">***</p>	<p><u>Facilities</u></p> <ol style="list-style-type: none"> <li>1. President - <i>Mary E. Retterer</i></li> <li>2. VP of SL – <i>Jane Harmon</i></li> <li>3. Director of M&amp;O – <i>John Daly</i></li> <li>4. Director of PIO – <i>Joann Handeland</i></li> <li>5. Director of ESCC – TBD</li> <li>6. Faculty</li> <li>7. Faculty</li> <li>8. Classified Staff – <i>Jim Kenney</i></li> <li>9. Classified Staff – <i>Mark Lathrop</i></li> <li>10. Student</li> <li>11. Student</li> <li>12. Special Interest Representative/s</li> </ol> <p style="text-align: center;">***</p>	

<ul style="list-style-type: none"> <li>• <u>Budget Development</u> <ul style="list-style-type: none"> <li>○ President</li> <li>○ Vice President of Student Learning</li> <li>○ Vice President of Student Services</li> <li>○ College Business Officer</li> <li>○ Director of One of the Centers</li> <li>○ Two Faculty Members</li> <li>○ Two Classified Staff</li> <li>○ Two Students</li> <li>○ Individuals from specific areas may be invited if discussion pertains to their area.               <ul style="list-style-type: none"> <li>▪ <u>Example:</u> discussion of issues regarding the Kern River Valley Center would include the Director of that Center.</li> </ul> </li> </ul> <p style="text-align: center;">***</p> <li>• <u>Professional Development</u> <ul style="list-style-type: none"> <li>○ <i>Three Faculty Members</i></li> <li>○ <i>Three Classified Members</i></li> <li>○ <i>Three Managers</i> <ul style="list-style-type: none"> <li>▪ <i>Membership was not defined in the previous document. This is just a starting point.</i></li> </ul> </li> </ul> <p style="text-align: center;">***</p> <li>• <u>Master Plan</u> <ul style="list-style-type: none"> <li>○ Membership ?</li> </ul> </li> </li></li></ul>	<p><u>Budget Development</u></p> <ol style="list-style-type: none"> <li>1. President – <i>Mary E. Retterer</i></li> <li>2. VP of SL – <i>Jane Harmon</i></li> <li>3. VP of SS – <i>Jill Board</i></li> <li>4. College Business Officer – <i>Gale Lebsock</i></li> <li>5. Director of One of the Centers –</li> <li>6. Faculty Member –</li> <li>7. Faculty Member –</li> <li>8. Classified Staff – <i>Kathy Salisbury</i></li> <li>9. Classified Staff –</li> <li>10. Student</li> <li>11. Student</li> <li>12. Special Interest Representative/s</li> </ol> <p style="text-align: center;">***</p> <p><u>Professional Development</u></p> <ol style="list-style-type: none"> <li>1. Faculty</li> <li>2. Faculty</li> <li>3. Faculty</li> <li>4. Classified Staff</li> <li>5. Classified Staff</li> <li>6. Classified Staff</li> <li>7. Manager</li> <li>8. Manager</li> <li>9. Manager</li> </ol> <p style="text-align: center;">***</p> <p><u>Master Plan</u></p>	
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College Council Meeting Agenda  
October 12, 2006

<ul style="list-style-type: none"><li>• Flex Coordinator for Faculty</li></ul>	Flex Coordinator for Faculty – Lisa Fuller	
<b>3. Information</b> <ul style="list-style-type: none"><li>• Classified Hiring Process (Couch)</li></ul>		
<ul style="list-style-type: none"><li>• Update on ESCC Director (Retterer)</li></ul>		
<b>4. Other</b> <ul style="list-style-type: none"><li>• Announcements</li></ul>		
<b>5. Next Meeting</b> <ul style="list-style-type: none"><li>• Tuesday, October 24, 2006, 2:00 PM, LRC 604</li></ul>		
<b>5. Adjournment</b>		

**College Council  
Meeting Minutes  
October 12, 2006  
Administrative Conference Room**

<b>AGENDA</b>	<b>DISCUSSION CONTENT</b>	<b>FOLLOW UP</b>
<p><b>1. Call to Order- 2:10 PM</b></p>	<p><b>Present:</b> Jan Moline, Valerie Karnes, Gale Lebsock, Cori Ratliff, Gayle Whitlock, Isabel De La Rosa (Student Rep), Mary Retterer, Shannon Bliss, Jane Harmon, Kathy Salisbury, Mike Barrett (via video)</p>	<p><b>Absent:</b> Lisa Fuller, Jill Board, Lisa Couch, Maris Wagener, Karen O'Connor</p>
<p><b>2. Agenda Items</b></p> <ul style="list-style-type: none"> <li>• <u>Participatory Governance Model</u> (Retterer)</li> </ul>	<p>A revised draft of the Participatory Governance Model was distributed for review and feedback.</p> <p>There was a question about the College Council being a Brown Act Committee. The District legal claims it is not a Brown Act Committee, so the decision was nebulous. In the spirit of openness, the College Council elected to be neutral and the meetings will be open.</p> <p>The 5 Standing Committees will be open, but the Ad hoc committees are closed meetings.</p>	<p>College Council members were asked to review the draft Participatory Governance Model and provide feedback at the October 24, 2006, meeting.</p>
<ul style="list-style-type: none"> <li>• <u>Length of Service Pins</u> (Couch)</li> </ul>	<p>Does the College want to continue with Longevity pins? If yes, in what venue do we want to disseminate them? Discussion ensued about the value to the longevity pins, staff morale, and what venue to distribute the pins.</p> <p>As a result of discussion, it was the consensus of the Council to continue with disseminating longevity pins. It is an opportunity for faculty, classified, and</p>	<p>Longevity pins will be disseminated to staff the Friday prior to finals start, with a potluck lunch.</p> <p>A committee will be formed to organize the Staff Recognition event.</p>

<p><u>Length of Service Pins</u> (continued)</p>	<p>administration to get together.</p>	
<ul style="list-style-type: none"> <li>• <u>Sub Committees</u> (Retterer)        John Daly is being removed from College Council, due to overstaffing of administrators on the Council.</li> <li>○ <u>Facilities</u> <ul style="list-style-type: none"> <li>▪ President</li> <li>▪ Vice President of Student Learning</li> <li>▪ Director of Maintenance &amp; Operations</li> <li>▪ Director of Public Information and Facilities Planning</li> <li>▪ Director of Eastern Sierra College Center</li> <li>▪ Two Faculty Members</li> <li>▪ Two Staff Members</li> <li>▪ Two Students</li> <li>▪ Individuals from specific areas maybe invited if discussion pertains to their areas.</li> </ul> </li> <li>• <u>Example:</u> discussion of the renovation of the science labs would include science faculty.</li> <p style="text-align: center;">***</p> <li>• <u>Budget Development</u> <ul style="list-style-type: none"> <li>○ President</li> <li>○ Vice President of Student Learning</li> </ul> </li> </ul>	<p>John will be added to the Facilities Committee, where his expertise can be most useful.</p> <p><u>Facilities</u></p> <ol style="list-style-type: none"> <li>1. President - <i>Mary E. Retterer</i></li> <li>2. VP of SL – <i>Jane Harmon</i></li> <li>3. Director of M&amp;O – <i>John Daly</i></li> <li>4. Director of PIO – <i>Joann Handeland</i></li> <li>5. Director of ESCC – <i>Deanna Campbell</i></li> <li>6. Faculty - <i>Dick Benson</i></li> <li>7. Faculty – <i>Steve Busby</i></li> <li>8. Classified Staff – <i>Jim Kenney</i></li> <li>9. Classified Staff – <i>Mark Lathrop</i></li> <li>10. Student</li> <li>11. Student</li> <li>12. Special Interest Representative/s</li> </ol> <p style="text-align: center;">***</p> <p><u>Budget Development</u></p> <ol style="list-style-type: none"> <li>1. President – <i>Mary E. Retterer</i></li> <li>2. VP of SL – <i>Jane Harmon</i></li> <li>3. VP of SS – <i>Jill Board</i></li> </ol>	<p><u>Sub Committees</u>        Representatives were asked to share the information with their constituent groups (faculty, staff, student) and request volunteers to serve on the Facilities, Budget Development, Master Planning, and Professional Development, sub committees of the College Council.</p> <p>Representatives will obtain names for sub committee volunteers and submit the names to the College Council at the October 24, 2006, meeting.</p> <p>Mark Lathrop and Jim Kinney will serve on the Facilities committee as classified representatives.</p> <p>Kathy Salisbury will serve on the Budget Development Committee as classified representative.</p>

<ul style="list-style-type: none"><li>o Vice President of Student Services</li><li>o College Business Officer</li><li>o Director of One of the Centers</li><li>o Two Faculty Members</li><li>o Two Classified Staff</li><li>o Two Students</li><li>o Individuals from specific areas may be invited if discussion pertains to their area.</li></ul> <ul style="list-style-type: none"><li>▪ <u>Example:</u> discussion of issues regarding the Kern River Valley Center would include the Director of that Center.</li></ul> <p style="text-align: center;">***</p> <ul style="list-style-type: none"><li>• <u>Professional Development</u><ul style="list-style-type: none"><li>o <i>Three Faculty Members</i></li><li>o <i>Three Classified Members</i></li><li>o <i>Three Managers</i><ul style="list-style-type: none"><li>▪ <i>Membership was not defined in the previous document. This is just a starting point.</i></li></ul></li></ul></li></ul> <p style="text-align: center;">***</p> <ul style="list-style-type: none"><li>• <u>Master Plan</u><ul style="list-style-type: none"><li>o Membership ?</li></ul></li></ul>	<ol style="list-style-type: none"><li>4. College Business Officer – <i>Gale Lebsock</i></li><li>5. Director of One of the Centers –</li><li>6. Faculty Member – Dick Benson</li><li>7. Faculty Member – Corey Marvin</li><li>8. Faculty Member – Mary O’Neal</li><li>9. Classified Staff – Kathy Salisbury</li><li>10. Classified Staff – Tammy Eberhardt</li><li>11. Classified – Cori Ratliff</li><li>12. Student – Valerie McLaughlin (butterfly_rose@yahoo.com)</li><li>13. Student – Joshua Montemayor (joshmartinmont@gmail.com)</li><li>14. Special Interest Representative/s</li></ol> <p style="text-align: center;">***</p> <p><u>Professional Development</u></p> <ol style="list-style-type: none"><li>1. Faculty – Penny Talley</li><li>2. Faculty – Bonita Robison</li><li>3. Faculty</li><li>4. Classified Staff -</li><li>5. Classified Staff -</li><li>6. Classified Staff</li><li>7. Manager – Mary Retterer</li><li>8. Manager -</li><li>9. Manager -</li></ol> <p style="text-align: center;">***</p> <p><u>Master Plan</u></p>	<p>The committee will focus on professional development with or without funding.</p>
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<ul style="list-style-type: none"><li>• Flex Coordinator for Faculty</li></ul>	Flex Coordinator for Faculty – Lisa Fuller	Item postponed.
<ul style="list-style-type: none"><li>• Classified Screening Process</li></ul>	<p>Committee makeup – increased committee size to at least 4 (Chair, EEO Rep, and two Classified Representatives) – this brings us into compliance with the KCCD HR Operational Guidelines.</p> <p>2<sup>nd</sup> level of interviews (when appropriate) – further evaluate the candidates ability to perform the functions of the position and to consider the fit with the college</p> <p>Reference Checks – this brings us into compliance with the KCCD HR Operational Guidelines and allows the committee chair to confirm the accuracy of the application and ensure that there is not other information that could influence the decision of the committee.</p> <p>Previously, all positions were brought before College Council as informational items. Due to the need to fill positions immediately, it is not possible to wait until the next College Council meeting prior to opening a position. Therefore, we will be notifying College Council membership via email of open positions.</p>	



<ul style="list-style-type: none"> <li>• Update on ESCC Director</li> </ul>	<p>Dr. Retterer commented that she will announce the new Director of Eastern Sierra College Center, once the candidate accepts the position and the selection is KCCD Board approved.</p>	
<p><b>4. Other</b></p> <ul style="list-style-type: none"> <li>• <b>Announcements</b></li> <li>• <u>Request for One-time Funds</u></li> <li>• <u>General Purpose Block Grants</u></li> <li>• <u>College wide Calendar</u> (Ratliff)</li> <li>• <u>Student Activities</u> (Moline)</li> <li>• <u>College Council Membership</u></li> </ul>	<ul style="list-style-type: none"> <li>• Mary Peoples resigned from College Council due to health issues.</li> <li>• Spring schedule went to the printer.</li> </ul> <p>A form has been developed for the requesting of one time funds. It is available in a “.pdf” file on CC’s Intranet.</p> <p>The spending of general purpose block grant funds has 50% law implications.</p> <p>A college wide calendar is on the website available at a link. Send any information to Cori Ratliff for activity placement on the calendar.</p> <p>Student Activities purchased eballot technologies.</p> <p>John Daly is no longer on College Council, but will be on the Facilities</p>	<p>A committee will be formed to begin the processing of the one time funds.</p>

College Council Meeting Minutes

October 12, 2006

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	Standing Committee.	
<b>5. Next Meeting</b> <ul style="list-style-type: none"><li>• Tuesday, October 24, 2006, 2:00 PM</li></ul>	LRC Room 604	
<b>5. Adjournment</b>	The meeting adjourned at 4:03 PM	

College Council  
Cerro Coso Community College  
October 24, 2006

Minutes: Not yet available

Professional Development Committee

Co-Chairs

Members

FTES and Head Count

Status Report

Goals

Spring Course Schedule

Summer additions?

Cover contest?

SB 361 and How it will affect Cerro Coso

**College Council  
Meeting Minutes  
October 24, 2006  
LRC 604**

<b>AGENDA</b>	<b>DISCUSSION CONTENT</b>	<b>FOLLOW UP</b>
<p><b>1. Call to Order- 2:10 PM</b></p>	<p><b>Present:</b> Lisa Fuller, Jan Moline, Valerie Karnes, Gale Lebosck, Cori Ratliff, Ted Higle (Student Rep), Jason Duque (Student Rep), Robert Villicana (Student Rep), Mary Retterer, Shannon Bliss, Karen O'Connor, Jane Harmon, Kathy Salisbury, Mike Barrett (via video), Maris Wagener, Jill Board, Jane Harmon,</p> <p>Guests: Accrediting Team Representatives: Chuck Robbins, Diane Ramirez, Barbara McNeice-Stallard, Carlotta Tronto, Sherry Rogers</p> <p>Introductions of Cerro Coso staff were conducted for the accrediting team and what they did for accreditation. The accrediting team introduced themselves.</p>	<p><b>Absent:</b> Gayle Whitlock,</p>
<ul style="list-style-type: none"> <li>• <u>Meeting Minutes</u></li> </ul>	<p>The October 12, 2006, meeting minutes were not yet available for review.</p> <p>Dr. Retterer explained to the accrediting representatives, the format of the meeting.</p>	
<p><b>2. Agenda Items</b></p> <ul style="list-style-type: none"> <li>• <u>Professional Development Committee</u> <ul style="list-style-type: none"> <li>○ Co-chair</li> <li>○ Members</li> </ul> </li> </ul>	<p>Co – Chairs and membership requests</p> <ul style="list-style-type: none"> <li>• <u>Professional Development</u> <ul style="list-style-type: none"> <li>○ <i>Three Faculty Members</i></li> <li>○ <i>Three Classified Members</i></li> <li>○ <i>Three Managers</i></li> </ul> </li> </ul>	<p>Representatives were asked to share the information and request representation from their constituent groups for the Professional Development Committee. Representatives will submit the names to the President via email.</p>
<ul style="list-style-type: none"> <li>• <u>FTES and Headcount</u> (Jill)</li> </ul>		

<p>Board)</p> <ul style="list-style-type: none"><li>○ <u>Status Report</u></li>          <li>○ <u>Goals</u></li></ul>	<p>Cerro Coso has an early FTES projection. With a zero growth year, and a target of 2845.8 FTES, this year, Cerro Coso is up 1.82% above target. We are projected to hit target with a small amount of growth.</p> <p>Cerro Coso is looking at where we were last year by sites, once implemented will distribute.</p> <p>Cerro Coso submitted a High School Awareness Plan identifying where we are for 05-06, with a plan to continue submitting plans.</p> <p>Cerro Coso is always looking for a better way to serve our students and the community.</p>	
<ul style="list-style-type: none"><li>● <u>Spring Course Schedule</u><ul style="list-style-type: none"><li>○ <u>Summer additions</u></li>          <li>○ <u>Cover contest</u></li></ul></li></ul>	<p>Cerro Coso is looking at more class offerings at ESCC, in the form of offering classes toward a degree and more institutes. We are looking at developing the 2007 fall schedule very early.</p> <p>Discussion ensued about placing local advertising within the schedules to defer the cost, promote programs as an eye catcher within the schedules, and/or even highlighting partnerships in the schedule, such as a short blurb about the armed services.</p>	

<ul style="list-style-type: none"><li>• <u>SB 361 – How it affects CCCC</u></li></ul>	<p>The Chancellor announced that the colleges will not be receiving funding from SB 361, this semester, However, the District Allocation Task Force, is working on revising the District Allocation Model with SB 361 in mind. Gale Lebsack and Lisa Fuller are participants on the District Allocation Task Force. No new money will come to the College, unless a plan is in place. The allocation model will be announced in December or early in spring semester.</p>	
<p><b>4. Other</b></p> <ul style="list-style-type: none"><li>• <b>Announcements</b></li></ul>	<p>Classified representatives on the Facilities Committee are Mark Lathrop and Jim Kenney.</p> <p>Faculty representatives on the Facilities Committee are Dick Benson and Steve Busby.</p> <p>Classified representative on the Budget Development Committee is Kathy Salisbury.</p> <p>The deadline for the Dean of Occupational Education position was September 1, 2006 and we are moving ahead with the process.</p>	

<ul style="list-style-type: none"><li>• <b>Accrediting Team Questions and Answer Period</b></li></ul>	The Accreditation Team representatives, listed above asked a variety of questions, related to the particular Standard he/she is associated, particularly Standard I, Mission and Effectiveness.	
<b>5. Next Meeting</b> <ul style="list-style-type: none"><li>• Thursday, November 30, 2006, 2:00 PM</li></ul>	Location: Administrative Conference Rm.	
<b>5. Adjournment</b>	The meeting adjourned at 3:35 PM	

College Council  
Cerro Coso Community College  
November 30, 2006

Discussion Items:

- |    |   |               |
|----|---|---------------|
| 1. | Define TRT and its role with Faculty Senate   | Lisa Fuller   |
| 2. | Professional Development Funds – Update   | Mary Retterer |
| 3. | One-Time funding requests, non-facility   | All           |
| 4. | What would happen if we reinstated two athletic teams?<br>Associated costs<br>Projected revenue<br>Student Life | Jill Board    |

Information Items:

A. College Vision:

*Who/what is Cerro Coso Community College?*

*How should we define ourselves?*

*For what do we wish to be known?*

*Mission and vision statement revision?*



**College Council  
Meeting Minutes  
30-November-2006  
LRC 214D**

<b>AGENDA</b>	<b>DISCUSSION CONTENT</b>	<b>FOLLOW UP</b>
<p><b>1. Call to Order- 2:12 PM</b></p>	<p><b>Present:</b> Jan Moline, Valerie Karnes, Cori Ratliff, Isabel De La Rosa (Student Rep), Mary Retterer, Shannon Bliss, Kathy Salisbury, Jill Board, Gayle Whitlock</p> <p><b>Guest/s:</b> Dr. Corey Marvin, Director, Information Technology and Matt Hightower</p>	<p><b>Absent:</b> Gale Lebsock, Jane Harmon, Karen O'Connor, Lisa Fuller, Mike Barrett, Maris Wagener</p>
<ul style="list-style-type: none"> <li>• <u>Meeting Minutes</u></li> </ul>	<p>October 24, 2006</p>	
<p><b>2. Agenda Items</b> <b><u>Discussion Items</u></b></p> <ul style="list-style-type: none"> <li>• <u>Define TRT and its Role with Faculty Senate</u> (Lisa Fuller)</li> </ul>	<p>In Lisa Fuller's absence, Dr. Marvin and Mr. Hightower presented information defining the role of the Technology Resource Team (TRT), providing information extracted from the Cerro Coso Community College's website and a Participatory Governance Document. The information included the TRT meeting dates, mission statement, role of the Information Technology Resources Committee. Also included was the TRT sub committees Information Technology (IT), Educational Technology (Ed Tech), Staff Development, and Distance Learning, its membership identification.</p> <p>How does TRT fit into College Council, what is its role, and how did it get to be what it is?</p> <ul style="list-style-type: none"> <li>• The Information Technology</li> </ul>	

	<p>Resource Team (ITRT), through the College Council was created to deal with information structure issues, instructional and administrative, which evolved into the TRT. History changes without college-wide acceptance trying to find a home and direction from College Council to what we need from this committee. TRT now is a comprehensive support for students, instruction, administration, network, hardware, and software. As a sub committee of College Council, charges of the committee identified a need for an in place TRT plan that is prioritized and dynamic.</p> <ul style="list-style-type: none"><li>• How does TRT affect District Wide Instructional Technology Committee (DWITC)? Who should come together to decide and bring recommendations back to College Council?</li><li>• Need recommendations on how this works.</li><li>• ITRT and Distance Learning merged to form the TRT committee.</li><li>• Need to restructure the Committee to College Council giving direction</li></ul>	<ul style="list-style-type: none"><li>• Dr. Retterer asked for volunteers to form a task force, Matt Hightower would chair the task force, (Cori Ratliff, Corey Marvin, Valerie Karnes, and Jill suggested adding Heather Ostash to the committee) to form a committee to meet and discuss who should be on the committee, what is the charge and function. The task force will report back at the February 8<sup>th</sup> or 22<sup>nd</sup>,</li></ul>
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	<p>to the TRT Committee.</p> <ul style="list-style-type: none"> <li>• The sub committees do no more than make recommendations to College Council to whom it is that needs to be serviced.</li> <li>• Dr. Marvin requested that staff college-wide process their Information Technology requests through TRT. This would avoid incompatible equipment Cerro Coso's system. The TRT would meet to discuss the Information Technology requests.</li> </ul>	<p>2007 College Council meeting with its recommendations.</p> <ul style="list-style-type: none"> <li>• TRT is meeting on December 12, 2006, and provide recommendations at the December 14, 2006, College Council meeting.</li> </ul>
<ul style="list-style-type: none"> <li>• <u>Meeting Dates</u></li> </ul>	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> and 4<sup>th</sup> Thursdays were identified for the Spring College Council meetings through June 2007.</li> </ul>	<ul style="list-style-type: none"> <li>• Louise will identify the 2<sup>nd</sup> and 4<sup>th</sup> dates, notify the College Council members via email for discussion and confirmation at the December 14, 2006, meeting.</li> </ul>
<ul style="list-style-type: none"> <li>• <u>Professional Development Funds (All)</u></li> </ul>	<ul style="list-style-type: none"> <li>• The district will receive \$79,000 for professional development funds, but it has not been identified how the funds will be distributed.</li> </ul>	
<ul style="list-style-type: none"> <li>• <u>Difference between Group I and II Equipment (Mary Retterer)</u></li> </ul>	<ul style="list-style-type: none"> <li>• Group I Equipment is equipment attached to a building and Group II Equipment is unattached. If</li> </ul>	

	<p>audited, auditors examine the purchases identified within the requested groups.</p>	
<ul style="list-style-type: none"> <li>• <u>What would happen if we reinstated two athletic teams?</u></li> </ul>	<p>Associated Costs:          Projected Revenue:          Student Life:          How do we plan for this?</p> <ul style="list-style-type: none"> <li>• A copy of the associated costs, projected revenue, student life, and implementation plan was distributed to College Council.</li> <li>• \$16,000 is in the Foundation's Booster funds for Men's basketball and Women's Softball. Distribution of funds is based on 10 FTES per academic year.</li> <li>• A survey was conducted over 3 terms from Spring 2006 to now asking for the identification of sports to reinstate.</li> </ul>	
<ul style="list-style-type: none"> <li>• <u>Measure G Update</u> (Mary Retterer)</li> </ul>	<ul style="list-style-type: none"> <li>• Received state match funding for Art project to start this summer.</li> <li>• Moving Machine Tool for swing space for Art</li> <li>• Main building is undecided, including remodel of main building</li> <li>• Administrative suite not going as previously identified.</li> </ul>	<ul style="list-style-type: none"> <li>• Chris Addington will meet with College Council to update on construction, perhaps on Friday, January 19, 2006, Flex Day.</li> </ul>

<p><b><u>Information Items</u></b></p> <p><b>A. College Vision:</b></p> <ul style="list-style-type: none"> <li>• <i>Who/What is Cerro Coso Community College?</i></li> <li>• <i>How should we define ourselves?</i></li> <li>• <i>For what do we wish to be known?</i></li> <li>• <i>How do we plan for this?</i></li> </ul>	<p>Dr. Retterer indicated that we have not been real accurate in defining ourselves. What is Cerro Coso Community College's draw/specialty? We need to start working on our specialty, by conducting a college-wide brainstorming session, so be thinking about our draw or specialty.</p>	<ul style="list-style-type: none"> <li>• A task force was formed to work with Dr. Retterer to address College vision. The task force includes Valerie Karnes, Debbie Kilburn, Jan Moline, and Cori Ratliff.</li> </ul>
<p><b>4. Other</b></p> <ul style="list-style-type: none"> <li>• <b>Announcements</b></li> </ul>		
<p><b>5. Next Meeting</b></p> <ul style="list-style-type: none"> <li>• Thursday, December 14, 2006, 2:00 PM</li> </ul>	<p>Location: Administrative Conference Rm.</p>	
<p><b>5. Adjournment</b></p>	<p>The meeting adjourned at 4:29 PM</p>	

College Council  
Cerro Coso Community College  
December 14, 2006

Discussion Items:

- |    |  |               |
|----|--|---------------|
| 1. | Strategic Plan (KCCD/CCCC)                               | Mary Retterer |
| 2. | One-Time funding requests, non-facility                  | All           |
| 3. | Response from Constituent Group/s Regarding Service Pins | All           |

Information Items:

College Council  
Cerro Coso Community College  
December 14, 2006

Discussion Items:

- |    |  |               |
|----|--|---------------|
| 1. | Strategic Plan (KCCD/CCCC)                               | Mary Retterer |
| 2. | One-Time funding requests, non-facility                  | All           |
| 3. | Response from Constituent Group/s Regarding Service Pins | All           |

Information Items:

Cerro Coso Community College  
College Council  
Agenda  
February 8, 2007

Call to Order

Minutes

Professional Development Committee

Membership confirmed.  
*Please have your names ready*  
Required plan and budget

Update on building security

Need and source of funds for security system

Budget Allocation Task Force Report

Hiring proposal for IT area

Strategic Planning

Develop initiatives

Leadership for work groups

Initial deadlines

Other items:



**College Council  
Meeting Minutes  
08- Feb - 2007**

**Administrative Conference Room 214D**

<b>AGENDA</b>	<b>DISCUSSION CONTENT</b>	<b>FOLLOW UP</b>
<b>1. Call to Order- 2:30 PM</b>	<b>Present:</b> Mike Barrett (via video), Shannon Bliss, Lisa Fuller, Jane Harmon, , Valerie Karnes, Gale Lebsock, Jan Moline, Cori Ratliff, Karen O'Connor, Mary O'Neal, Mary Retterer, Maris Wagener, Gayle Whitlock <b>Guests:</b> John Daly, Deanna Campbell, Joann Handeland	<b>Absent :</b> Jill Board, Isabel De La Rosa, Ted Hagle, Kathy Salisbury,
<ul style="list-style-type: none"> <li>• <u>Meeting Minutes</u></li> </ul>	December 11, 2006	The December 11, 2006 meeting minutes distributed via email January 16, 2007 for review and feedback.
<b>2. Agenda Items – Discussion Items</b>		
<ul style="list-style-type: none"> <li>• <u>Cerro Coso College “health,” says President</u></li> </ul>	<p>Lisa Fuller indicated that the Academic Senate would like an explanation of the Daily Independent article, dated February 1, 2007, entitled “Cerro Coso College “healthy,” says president.</p> <p>Dr. Retterer clarified comments about replacing faculty positions and support for full time faculty indicated in the article.</p>	
<ul style="list-style-type: none"> <li>• <u>Accreditation Report (Mary Retterer)</u></li> </ul>	A copy of the Accreditation Commission letter, dated January 31, 2007, indicating the Commissions’ recommendations and the Accreditation Team Visit Evaluation Report, received December 12, 2006, indicating the team’s findings, commendations and recommendations, was distributed. <a href="#">Dr. Retterer explained the status of the accreditation</a>	Cerro Coso Community College is slated for a Progress Report on October 15, 2007. At that time Cerro Coso needs to show substantial movement toward the commissions

	<p>recommendations, while the Commission placing us in a “warning” status, Dr. Retterer explained that Cerro Coso has completed or is in process of addressing the Commission’s recommendations.</p>	<p>recommendations.</p> <p>The Accreditation Report will be placed on the Intranet.</p> <p>The four Standard Committees meet to address the recommendations.</p> <p>Suzie Ama and Dr. Dennis VanderWerff replaced Leo Girardot as Self Study Committee Chair.</p>
<ul style="list-style-type: none"> <li>• <u>Update on Building Security</u> (John Daly)           <ul style="list-style-type: none"> <li>• Update on Building Security</li> </ul> </li>   <li>• Emergency Procedures</li> </ul>	<p>The security system and door hardware project is moving forward. The project went out to bid to close February 16, 2007. The project should not disrupt instruction al all.</p> <p>The project scope includes:</p> <ul style="list-style-type: none"> <li>• Intrusion Alarm</li> <li>• Video Surveillance</li> <li>• Cameras</li> <li>• Motion Detectors</li> <li>• New Front Doors (ADA approved)</li> </ul> <p>Karen O’Connor inquired about the egress routes and procedures for emergency evacuations. Emergency egress routes are printed on the walls.</p>	<p>John Daly will provide periodical updates related to the project.</p> <p>Written in Emergency Procedures Manual. Further discussion is needed for a future meeting/s.</p>

<ul style="list-style-type: none"> <li>• Small Projects</li>   <li>• Old Elevator Repair</li> </ul>	<p>Moving forward with small maintenance projects list.</p> <p>The old elevator is being fixed in the next couple of weeks, just waiting for purchase order.</p>	<p>John will prioritize Small Maintenance Projects matrix/list and submit priority list to College Council.</p>
<ul style="list-style-type: none"> <li>• <u>Professional Development Committee</u> <ul style="list-style-type: none"> <li>• Membership Confirmed</li> <li>• Please have Names Ready</li> <li>• Required Plan and Budget</li> </ul> </li> </ul>	<p>At the October 12, 2006, College Council meeting, the Council identified membership makeup of the College Council sub committees, which include Facilities, Budget Development, Professional Development, Information Technology, Master Planning, and Strategic Planning.</p> <p>The Professional Development Committee's membership was to include the following participation:</p> <p><u>Professional Development</u></p> <ol style="list-style-type: none"> <li>1. Faculty – Penny Talley</li> <li>2. Faculty – Bonita Robison</li> <li>3. Faculty – Karen O'Connor</li> <li>4. Classified Staff – Margaret Hunter</li> <li>5. Classified Staff – Janet Wilson</li> <li>6. Classified Staff -</li> <li>7. Manager – Dave Cornell</li> <li>8. Manager – Lisa Couch</li> <li>9. Manager</li> </ol> <p>Mike Barrett inquired into the requirement of the 3 classified seats on this committee. Dr. Retterer</p>	<p>Waiting for three (3) classified representatives, and another manager.</p> <p>Karen O'Connor volunteered to serve on the committee.</p> <p>All Committees need begin meeting, select a committee chair, and report back to College Council their progress and updates.</p>

	<p>indicated that as long as there is adequate constituent representation 3 is not required.</p>	
<ul style="list-style-type: none"> <li>• <u>Sabbatical Application(s)</u></li> </ul>	<p>An inquiry was made as to how to better understand the Sabbatical Leave Application Process, how is it funded, how is it planned for in the Budget Development Committee, funding for substitute, if needed.</p> <p>The Sabbatical Leave information identifying process, explanation, clarification, is located in the KCCD Board Policy Manual, Section 5 (Faculty Contract), Article 11, pages 152-157.</p>	
<ul style="list-style-type: none"> <li>• <u>Career Focus Magazine – Marketing Effort</u> (Joann Handeland)</li> </ul>	<p>The Career Focus was mailed to 300,000 households in KCCD. A handout was distributed with the assumptions made on Career Focus.</p> <ul style="list-style-type: none"> <li>• The District and College implemented a new and innovative marketing piece.</li> <li>• Well developed message that served to increase market visibility of the Colleges to prospective students. The magazine included a Spanish language article to reach that market segment.</li> <li>• Demonstrated working towards greater quality and consistency among the Colleges for recruitment materials.</li> <li>• The Magazine served to enhance the image of the Colleges providing an organizational framework to ensure the communications of the image through branding and marketing.</li> </ul> <p>Discussion ensued critiquing the Career Focus identifying some of the inaccuracies, miss information, college integration issues, review</p>	

	<p>process and timeline.</p> <p>The Council agreed that it was a good marketing tool, for the first attempt but need to clean up some of the identified errors if doing it again.</p>	
<ul style="list-style-type: none"> <li>• <u>Budget Allocation Task Force Report</u></li> </ul>	<p>Cerro Coso Community College representatives on the KCCCD Budget Allocation Task Force included Gale Lebsock, Director of Business Services; Lisa Fuller, Faculty and Academic Senate President; Lia Bement, Administrative Assistant, Student Learning and <a href="#">Mary O'Neal, representing the KCCCD Faculty as a CCA rep.</a></p> <p>The Budget Allocation Model (BAM) was presented to the Classified, Academic Senate, College-wide, and Administration. Committee members requested review and feedback to the BAM Committee, prior to their next meeting on February 14, 2007. Feedback should be submitted to Gale Lebsock, Lia Bement, Lisa Fuller, or Mary O'Neal, committee representatives, prior to the February 14, 2007, meeting. The Model is being sent to the Board of Trustees for approval on Thursday, March 1, 2007.</p> <p>The District Faculty Association is supporting the new model featuring faculty salaries taken off the top, supporting FTFN, and in compliance with the 50% law.</p>	<p>All feedback should be submitted to the BAM Task Force Cerro Coso Community College representatives prior to February 14, 2007, BAM Meeting.</p>
<ul style="list-style-type: none"> <li>• <u>Hiring Proposal for IT Area</u> <ul style="list-style-type: none"> <li>• Director</li> <li>• Instructional Assistants for ITV</li> </ul> </li> </ul>	<p>Dr. Corey Marvin (Interim Director of Information Technology) will relinquish his directorship June 30,</p>	<p>Need to hire Interim IT Director until decide what</p>

	<p>2007, leaving IT without leadership.</p> <p>Discussion ensued about how to proceed, discussing leadership issues and support for IT, to include Instructional Assistants for ITV, to make it more palatable. A proposal is in process to change the Director of IT position to a Dean of IT, ITV, and Distance Learning, which would include CC Online.</p> <p>The Council identified that Cerro Coso Community College needs IT leadership, too much is at stake, but conversations should be made college-wide.</p>	<p>we need.</p> <p>It was the consensus of the College Council that the Technology Resource Team Committee chair should be on College Council.</p>
<ul style="list-style-type: none"> <li>• <u>Educational Master Plan Report</u></li> </ul>	<p>The Educational Master Plan (EMP) is slated for completion March 31, 2007.</p>	
<ul style="list-style-type: none"> <li>• <u>Strategic Planning</u> <ul style="list-style-type: none"> <li>• Develop Initiatives</li> <li>• Leadership for Work Groups</li> <li>• Initial Deadlines</li> <li>• Draft of New Mission, Vision, Values</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The KCCD/CCCC Strategic Plan was distributed at a previous College Council meeting. New Members were forwarded the plans.</li> <li>• A process of aligning the Cerro Coso Community College Strategic Plan with the Kern Community College Districts' plan is underway.</li> <li>• A draft alignment plan was distributed to the College Council members showing both KCCD and CCCC plans strategies, activities, and alignment. The changes are identified by the colors <b>red</b>, <b>green</b>, and <b>blue</b>.           <ul style="list-style-type: none"> <li>• <b>Green</b> = accreditation recommendation requirements</li> <li>• <b>Red</b> = duplicated</li> </ul> </li> </ul>	<p>Volunteers to assist Dr. Retterer with coordinating the process of aligning Cerro Coso Community College's Strategic Plan with KCCD's.</p> <p>Lisa Fuller          Jan Moline          Michael Barrett, Maris Wagener          Deanna Campbell          Valerie Karnes</p>

	<ul style="list-style-type: none"> <li>• <b>Blue</b> = possibilities</li> </ul> <p>Volunteers are needed to assist Dr. Retterer in reviewing and coordinating the process of coordinating Cerro Coso Community College Strategic Plan with the KCCD's Strategic Plan.</p> <p>A copy of the draft Mission, Vision, and Values statement was distributed for review and feedback to the Committee, consisting of Dr. Retterer, Jan Moline, Cori Ratliff, and Debbie Kilburn.</p> <p>After review and discussion, it was identified that the mission statement needs to include state of commitment to student learning.</p>	<p>The committee will review the feedback and suggestions and bring it back to College Council for approval.</p>
<ul style="list-style-type: none"> <li>• <u>Fall and Summer Schedule Cover (Jane Harmon)</u></li> </ul>	<p>Dr. Harmon presented to College Council the Fall and Summer schedule cover for viewing.</p>	
<ul style="list-style-type: none"> <li>• <u>Meeting Dates Changes</u></li> </ul>	<p>Due to conflicts, the below listed College Council meetings were either rescheduled, cancelled, or changed:</p> <ul style="list-style-type: none"> <li>• April 12<sup>th</sup> meeting rescheduled to April 19, 2007</li> <li>• May 10<sup>th</sup> meeting rescheduled to May 17, 2007</li> <li>• January 25, 2007, meeting canceled</li> </ul>	
<p><b><u>Information Items</u></b></p>		
<p><b>4. Other</b></p>		

<ul style="list-style-type: none"><li>• <b>Announcements</b></li></ul>		
<b>5. Next Meeting</b> <ul style="list-style-type: none"><li>•</li></ul>	The next meeting is scheduled for Thursday, February 22, 2007.	
<b>5. Adjournment</b>	The meeting adjourned at 4:15 PM.	



College Council  
Cerro Coso Community College  
February 22, 2007

Call to Order

Agenda Review

Review notes from February 8

Accreditation issues

Timeline  
Approach

Budget Development Committee

Strategic Planning

**College Council  
Meeting Minutes  
22 - February - 2007  
Administrative Conference Room 214D**

<b>AGENDA</b>	<b>DISCUSSION CONTENT</b>	<b>FOLLOW UP</b>
<p><b>1. Call to Order- 2:04 PM</b></p>	<p><b>Present:</b> Mike Barrett, Shannon Bliss, Jill Board, Lisa Fuller, Jane Harmon, Valerie Karnes, Gale Lebsock, Valerie McLaughlin (Student Rep), Jan Moline, Karen O'Connor, Mary O'Neal, Cori Ratliff, , Mary Retterer, Kathy Salisbury, Maris Wagener, Gayle Whitlock</p> <p><b>Guest/s:</b> John Daly</p>	<p><b>Absent:</b> Yihfen Chen</p>
<ul style="list-style-type: none"> <li>• <b><u>Meeting Minutes</u></b></li> </ul>	<p>February 8, 2007</p> <ul style="list-style-type: none"> <li>• The February 8, 2007, meeting minutes were reviewed and accepted with corrections.</li> </ul>	
<p><b>2. Agenda Items</b> <b><u>Discussion Items</u></b></p> <ul style="list-style-type: none"> <li>• <u>Facilities Update (John Daly)</u></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Security Project</b> –held up for a month in bid process due to a protest.</li> <li>• <b>Elevator</b> – approved and ready to proceed, awaiting start date</li> <li>• <b>Gym Room</b> – approved and ready to proceed, awaiting start date</li> <li>• <b>Smart Time System</b> – which regulates sprinkler system, funded by the IWV Water District, will provide significant savings of water, awaiting start date</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Primary Meter Project</b> – John Daly and Gale Lebsock, met with the IWV Water District regarding power usage to kick off the start of Cerro Coso Community College IWV campus getting a primary metering system with the project to proceed July 1, 2007.</li> <li>• <b>Small Project Repairs</b> – John reviewed the status of the small repair projects from the project matrix, identifying completed, in process, on hold, and prioritized projects.</li> </ul>	<p>John will update the Small Project Matrix and submit it to the College Council.</p>
<ul style="list-style-type: none"> <li>• <u>Accreditation Issues</u> <ul style="list-style-type: none"> <li>• Timeline</li> <li>• Approach</li> </ul> </li> </ul>	<p>Dr. Retterer attended training for an upcoming accreditation, sponsored by the Accrediting Commission. She indicated that the Commission is clearly focusing on program reviews and student outcomes.</p> <p>Cerro Coso is scheduled for an Accreditation revisit in October 2007. At that time the Accrediting Team will review our success with the recommendations identified in their report.</p>	
<ul style="list-style-type: none"> <li>• <u>Strategic Planning</u></li> </ul>	<p>A copy of the draft transition plan to</p>	<p>Dr. Retterer asked the College</p>

	<p>align the District strategic plan with Cerro Coso Community College's Strategic Plan was disseminated at a previous meeting was distributed to Council members who did not previously receive it.</p> <p>The District is working on aligning their Strategic Plan with the state requirements, so Cerro Coso Community College's plan will need to be adjusted as well.</p> <p>Dr. Retterer reported that Unit Plans will be developed for each program. These programs will be revised and updated annually based on data.</p> <p>Dr. Retterer indicated that the transition plan is moving in a positive direction toward aligning these two documents and the Strategic Planning Committee is slated to meet for a 2-hour meeting to discuss the alignment.</p>	<p>Council members to review the transition plan for feedback and submit their feedback to any of the Committee members.</p> <p>Committee Members include:          Deanna Campbell, Jan Moline, Lisa Fuller, Maris Wagener, Mary Retterer, Mike Barrett, Valerie Karnes</p> <p>All programs and operations will develop their own unit plans to be reviewed annually. This plan will identify their accomplishments and their future goals for the program.</p> <p>A process is needed outside of academic/instructional reviews to align self study model with an operational program review identifying what we are doing and where we are going.</p> <ul style="list-style-type: none"> <li>• Create a one year plan for each center of operation.</li> </ul> <p>KRV and ESCC will need separate Unit Plans even though it is included in some of the IWV unit plans.</p>
<ul style="list-style-type: none"> <li>• <u>Mission/Vision/Values Statements</u></li> </ul>	<p>A copy of the draft mission, vision,</p>	<p>Dr. Retterer will share the concerns</p>

	<p>values statement was distributed for review and feedback.</p> <p>Discussion ensued about the content of the mission statement indicating that the word identifiers were not measurable that the mission statement does not address a strong commitment to student learning. As a result of the discussion, Dr. Retterer indicated that she would share the draft mission statement with an accreditation sources, and notify the Council her reaction to the mission statement and its wording.</p>	<p>identified at College Council regarding the mission statement with accreditation sources and report back to the Council their suggestions.</p>
<ul style="list-style-type: none"><li>• <u>Budget Development Committee</u></li></ul>	<p>Academic Senate representatives include: Mary O'Neal, Corey Marvin, Dick Benson</p> <p>Classified Senate representatives include: Kathy Salisbury</p> <p>Student representatives include: Valerie McLaughlin, Joshua Montemayer.</p> <p>Administrative representatives include: both Vice Presidents of Student Learning and Student Services.</p>	

	<p>Gale Lebsack will chair the committee and call the meetings.</p>	
<ul style="list-style-type: none"><li>• <u>Budget Allocation Model (Gale/Lisa)</u></li></ul>	<p>As a result of reviewing the district-wide feedback, the February 12, 2007, Budget Allocation Model meeting, the model was revised. A copy of the revised Budget Allocation Model was distributed to the Council members. This new version of the Model allocates to the colleges first, and then charged back services based on FTES to the district. Also, The FTES rate for Credit (C) and Non Credit (NC) classes will be blended, receiving an equal rate for calculations benefiting Cerro Coso because we have more NC classes.</p> <p>Cerro Coso Community College is now accountable for all our expenses. A reserve of will be set aside for contingencies to cover accrued vacation, banked load for faculty and compensatory time.</p> <p>Cerro Coso Community College's Academic Senate voted to support the new Budget Allocation Model.</p> <p>Plans are underway for the Budget Allocation Model Committee to meet again.</p>	

<ul style="list-style-type: none"> <li>• <u>Occupational Education Faculty Chairs</u> (Lisa)</li> </ul>	<p>Discussion ensued about Occupational Education Faculty Chairs being reinstated and given full loads, without discussion or process</p> <p>An evaluation process to reinstate occupational educational faculty chairs will be discussed further with faculty chairs. No reinstatement will be implemented until discussion takes place.</p>	
<ul style="list-style-type: none"> <li>• <u>Mission/Vision/Values Statements</u></li> </ul>	<p>A discussion was conducted regarding the key words in the draft mission statement.</p>	<p>Dr. Retterer will contact an accreditation team chair regarding the wording of the mission statement and report back to the College Council.</p>
<p><b><u>Information Items</u></b></p>	<p>According to AB 1417, the Accountability Report, the Academic Senate President should know about this report.</p>	<p>Jill Board will ensure that the Academic Senate President is included in the receipt of the Accountability Report.</p>
<p><b>4. Other</b></p> <ul style="list-style-type: none"> <li>• <b>Announcements</b></li> </ul>		
<p><b>5. Next Meeting</b></p> <ul style="list-style-type: none"> <li>• Thursday, March 8, 2007, 2:00 PM</li> </ul>	<p>Location: Administrative Conference Rm.</p>	
<p><b>5. Adjournment</b></p>	<p>The meeting adjourned at 4:00 PM</p>	





College Council  
Cerro Coso Community College  
March 8, 2007

Agenda Review

Review of notes

Discussion Items

- Staff Development funds
- Budget update: - Reserves  
Reserves Requirement  
Budget Development Committee
- Participatory Governance Model
- Need Group to complete

Information Items

- Update in IT Direction

Standing Committee Reports

Facilities

Budget Development

Professional Development

Next Meeting: March 22, 2007

**College Council  
Meeting Minutes  
08 - March - 2007  
Administrative Conference Room 214D**

<b>AGENDA</b>	<b>DISCUSSION CONTENT</b>	<b>FOLLOW UP</b>
<p><b>1. Call to Order- 2:10 PM</b></p>	<p><b>Present:</b> Mike Barrett (via video), Shannon Bliss, Jill Board, Yihfen Chen, Lisa Fuller, Jane Harmon, Gale Lebsock, Jan Moline, Karen O'Connor, Mary O'Neal, Cori Ratliff, Mary Retterer, Maris Wagener, Gayle Whitlock (via video)</p>	<p><b>Absent:</b> Student Rep, Kathy Salisbury, Valerie Karnes</p>
<ul style="list-style-type: none"> <li>• <b><u>Review of Agenda</u></b></li> </ul>	<p>March 8, 2007</p> <ul style="list-style-type: none"> <li>• Additional Items added to Agenda               <ul style="list-style-type: none"> <li>- Accreditation Planning Status</li> <li>- Mission, Vision Values Statement</li> <li>- Staffing Plan – do we have one and where is it?</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• <b><u>Meeting Minutes</u></b></li> </ul>	<p>February 22, 2007</p> <ul style="list-style-type: none"> <li>• The February 22, 2007, meeting minutes were reviewed and accepted with corrections.</li> </ul>	
<p><b>2. Agenda Items</b></p> <p><b><u>Discussion Items</u></b></p> <ul style="list-style-type: none"> <li>• Staff Development Funds</li> </ul>	<ul style="list-style-type: none"> <li>• \$79,000 was allocated to the KCCD for Staff Development funds. \$10,000 was allocated to the Colleges and the District Office leaving a balance of \$39,000. Discussion ensued</li> </ul>	<p><b>Action Item:</b> Gale Lebsock will inquire into the document identifying the distribution of the Staff Development funds.</p>

	<p>about what is being done with the \$39,000 and who determines its distribution and is there a document that identifies the distribution of the Staff Development funds? Also, the funds were allocated close to the end of the school year, with little time to spend it. Can the Staff Development funds be carried over?</p>	<p><b>Action Item:</b> Dr. Retterer will inquire into the carryover for Staff Development funds and inform College Council the results.</p>
<ul style="list-style-type: none"> <li>• <u>Budget Update – Reserves</u> <ul style="list-style-type: none"> <li>• Reserves Requirements</li> <li>• Budget Development Committee</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The Council discussed the District and College budget reserve requirements identifying the pros and cons of a required reserve. It was identified that the colleges are now required to have a reserve to cover compensatory time, banked load, and vacations, for which the colleges are now accountable.</li> </ul>	
<ul style="list-style-type: none"> <li>• <u>Standing Committee Reports</u> <ul style="list-style-type: none"> <li>• Budget Development Committee</li>   <li>• Participatory Governance Model</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• An organizational meeting is in the planning process.</li>   <li>• An ad hoc committee, consisting of Jan Moline, Lisa Fuller, Jane Harmon, and Cori Ratliff, was established to review the Participatory Governance Model for update and revision to reflect</li> </ul>	<p><b>Action Item:</b> Gale Lebsock is planning the first meeting of the Budget Development Committee.</p> <p><b>Action Item:</b> Jan Moline will call the first meeting of the Participatory Governance Model Committee.</p> <p><b>Action Item:</b> The first Participatory</p>

<ul style="list-style-type: none"> <li>• <u>Facilities Committee</u></li> <li>• <u>Technology Resource Team (TRT)</u></li> </ul>	<p>the College Council's current status and present it to the College Council for review.</p> <ul style="list-style-type: none"> <li>• The Facilities Committee has met. The Architects have identified one color of carpet with a four color paint combination choice for those requesting carpet and paint in small projects.</li> <li>• The Elevator is now working.</li> <li>• Moving along with small project repairs.</li> <li>• A request was made to change the color of the LRC columns from silver to blue.</li> <li>• The Sunguard Groups is conducting an assessment of the district-wide information technology.</li> </ul>	<p><i>Governance Model Committee meeting will <b>meet</b> for the first time for 2 hours allowing time to review the potential revisions. Committee members will bring their calendars to identify future meetings.</i></p> <p><b>Action Item:</b> Cori Ratliff will use Photo Shop to superimpose the LRC columns in blue and share with College Council.</p>
<ul style="list-style-type: none"> <li>• <u>Mission/Vision/Values Statements</u></li> </ul>	<ul style="list-style-type: none"> <li>• The Mission/Vision/Values Statements were presented at the last College Council meeting to the constituent groups for review and feedback.</li> </ul>	<ul style="list-style-type: none"> <li>• Awaiting feedback from constituent groups.</li> </ul>
<ul style="list-style-type: none"> <li>• <u>Accreditation Planning and Status</u></li> </ul>	<ul style="list-style-type: none"> <li>• The Standard Leaders have met and are looking into the</li> </ul>	

	<p>Accrediting Commission's recommendations.</p>	
<ul style="list-style-type: none"> <li>• <u>Staffing Plan</u> <ul style="list-style-type: none"> <li>• Do we have a staffing plan?</li> <li>• If so, where is it?</li> <li>• Lisa Couch-Change of Assignment</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Retterer is in the process of preparing a Staffing Plan for classified, managers, and faculty. The Staffing Plan is based on numbers and data.</li> </ul>	<p><b>Action Item:</b> <i>Dr. Retterer will distribute the tentative Staffing Plan to College Council prior to the next meeting, so that the Council will have the time to review the plan.</i></p>
<p><b><u>Information Items</u></b></p> <ul style="list-style-type: none"> <li>• <u>FTES Update</u> (Mike Barrett)             <ul style="list-style-type: none"> <li>• Can we get a report on our FTES for this semester by campus?</li> <li>• How does our current FTES affect our budget?</li> <li>• Do we plan to roll over our summer FTES for 2007-08 into 2006-07 year to bump up our FTES count for that fiscal year?</li> <li>• Are we planning on an advertising campaign for the summer semester also?</li> <li>• Is there anything classified and faculty can do to further promote our college?</li> </ul> </li> </ul>	<p>It is the District's decision to place the FTES where we can receive the best results. The District needs to grow <b>6.45%</b> to regain its loss from the previous reduction (<b>from 04-05</b>) in FTES. As a District, we need to increase about <b>4% over 05-06 FTES</b> to regain our loss. Cerro Coso Community College is equal to the District with FTES, which doesn't include positive attendance. The entire District is at 92% of its goal <b>regaining all FTES lost since 04-05.</b></p> <p>Summer schedules are being distributed throughout our communities via newspaper inserts and some mailings. A mass email is being sent to students notifying them of the availability of the online schedule.</p>	

<ul style="list-style-type: none"><li>• Did Lisa Couch get a new job or is she still with Human Resources?</li>          <li>• <u>Child Development MOU Faculty Director</u> (Mary O'Neal)</li>          <li>• <u>Update IT Direction</u></li></ul>	<p>Lisa Couch will change title beginning July 1, 2007, from Assistant Director of Budget Management and Human Resources to Accounting Manager, assigned to the Business Office.</p> <p>A movement is underfoot to define District and College Human Resources duties and responsibilities, to provide consistent practices in Human Resources district-wide. What does the District do? What does the College do?</p> <p>A Child Development faculty tenure tract position is coming available for 07-08 at Bakersfield College. It is only a Child Development position for Bakersfield College. Porterville College or Cerro Coso can compete for the faculty position in any discipline. Vocational faculty is way understaffed.</p> <p>Cerro Coso Community College is short 3 Information Technology positions (two leadership positions - Network Administrator, Network Director) and a Network Technician. Cerro Coso will hold on the leadership positions until the</p>	<p><b>Action Item:</b> Dr. Retterer will actively pursue the position for Cerro Coso.</p>
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	Sunguard's Assessment is completed, approximately the end of March. Cerro Coso will proceed with filling the Network Technician position, soon to be vacated by Chris Harper.	
<b>3. Other</b>		
<ul style="list-style-type: none"><li>• <b>Announcements</b></li></ul>		
<b>4. Next Meeting</b>		
<ul style="list-style-type: none"><li>• Thursday, <b>March 29, 2007</b>, 2:00 PM</li></ul>	Location: Administrative Conference Rm. 214D	The March 22, 2007, College Council meeting date was rescheduled to <b>March 29, 2007</b> .
<b>5. Adjournment</b>	The meeting adjourned at 4:04 PM	

College Council  
Cerro Coso Community College  
March 29, 2007

Agenda Review

Review of notes

Discussion Items

Full time faculty for business and Information Technology

Faculty positions to be hired by Cerro Coso and timeline

Information Items

Staff Hiring Process

FTES by site for Cerro Coso

Accreditation Progress

Standing Committee Reports

Budget Development

Staff Development

Facilities

Strategic Planning



**College Council  
Meeting Minutes  
29 - March - 2007**

**Administrative Conference Room 214D**

<b>AGENDA</b>	<b>DISCUSSION CONTENT</b>	<b>FOLLOW UP</b>
<b>1. Call to Order- 2:10 PM</b>	<b>Present:</b> Mike Barrett (via video), Shannon Bliss (via video), Jill Board, Yihfen Chen, Lisa Fuller, Jane Harmon, Gale Lebsock, Karen O'Connor, Mary O'Neal, Cori Ratliff, Mary Retterer, Maris Wagener, Gayle Whitlock	<b>Absent:</b> Valerie Karnes, Jan Moline, Student Rep, Kathy Salisbury, Maris Wagener
• <b><u>Review of Agenda</u></b>	March 29, 2007 <ul style="list-style-type: none"> <li>• Additional Items added to Agenda <ul style="list-style-type: none"> <li>• Administrative Title Changes</li> <li>• Vocational Education Faculty Chairs Reinstatement</li> </ul> </li> </ul>	
• <b><u>Meeting Minutes</u></b>	March 8, 2007 <ul style="list-style-type: none"> <li>• Meeting minutes sent via email for feedback.</li> </ul>	
<b>2. Agenda Items</b> <b><u>Discussion Items</u></b> <ul style="list-style-type: none"> <li>• Full Time Faculty for Business and Information Technology (O'Connor)</li> <li>• Faculty Positions to be Hired by Cerro Coso and Timeline</li> </ul>	<ul style="list-style-type: none"> <li>• Business and Information Technology, currently offer 66 courses with only 3 fulltime faculty. These disciplines need more faculty to cover the needs of the overlap. Are there plans to hire more full time faculty to move the programs forward to do it</li> </ul>	<ul style="list-style-type: none"> <li>• Ms. O'Connor was directed to submit her full time faculty request for Business and Information Technology to her faculty chair.</li> </ul>

	<p>justice?</p> <ul style="list-style-type: none"> <li>The District determined that Cerro Coso is slated to replace the following faculty positions           <ul style="list-style-type: none"> <li>1 Semester Temporary Counselor</li> <li>1 Semester Temporary Math</li> <li>1 Full Time Psychology</li> </ul> </li> </ul>	
<p><b><u>Information Items</u></b></p> <ul style="list-style-type: none"> <li>Staff Hiring Process</li> </ul>	<ul style="list-style-type: none"> <li>A Classified Position Screening Committee Process flow chart was developed and distributed to the College Council for review and feedback. Input was provided further identifying the process and the interview level procedures.</li> <li>Suggested Changes include:           <div data-bbox="882 1063 1312 1234" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Screening committee chair conducts reference checks on those individuals being recommended in compliance with Human Resources Operational Guidelines.</p> </div> <p style="text-align: center;">and</p> </li> </ul>	<p><b>Action Item:</b> <i>The identified changes to the Classified Position Screening Committee Process flow chart will be forwarded to Lisa Couch for revision.</i></p>

If screen committee chair is not a direct report to the College President, a second level interview of the can recommended candidate are conducted by the appropriate administrator.

- FTES by Site for Cerro Coso

- Dr. Retterer developed a chart identifying staffing needs for all sites.
- A copy of the KCCD Estimated FTES for 320 reporting, as of March 13, 2007, was distributed.
- Mike Barrett requested FTES by site.

**Action Item:** Dr. Retterer will inquire into the required formatting needs for the Staffing Needs Chart once identified it will be presented to the College Council for information.

**Action Item:** Gale Lebsock will get clarification of the KCCD Estimated FTES for 320 Reporting and report back to College Council.

- Accreditation Progress

- Work in Progress
  - Student Learning Outcome portion of the annual report
  - Draft alignment between the District's and Cerro Coso's Strategic Plan.

**Action Item:** FTES by site reports will be available for the next College Council meeting.



**Standing Committee Reports**

- Budget Development (Lebsock)

- Professional Development

- Facilities

- The Budget Development Committee meeting has had two meetings. The first district-wide budget development calendar was reviewed for timeline
- A second draft of the budget request document was disseminated, via email, for augmentation feedback. All feedback due April 27, 2007.
- Looking at preliminary numbers, but no allocation from the District yet.
- Professional Development funds do not have to be spent all this year.
- The Technical Assistance presentation on Participatory Governance, will be held on Friday, April 13, 2007, from 9 to 11 a.m. Those not attending at Bakersfield College, the LRC Room 604 has been set up for a video view of the presentation.
- Update given on small projects. Final bids and projects submitted to district. 10 year carpet will

<ul style="list-style-type: none"> <li>• Strategic Planning</li>   <li>• Technology Resources Team (TRT) (Ratliff)</li> </ul>	<p>replace those areas moving or being remodeled in lieu of 30 year carpet.</p> <ul style="list-style-type: none"> <li>• The Strategic Planning committee is moving on, with another meeting scheduled for March 30, 2007.</li>   <li>• The TRT recommended to the Academic Senate and passed, to hire an Information Technology, Director.</li>   <li>• Dr. Retterer reported the results of the Sunguard Groups for Cerro Coso. There proposal is to fill the vacancies and hire a full time Information Technology Dean to line up with Porterville and Bakersfield Colleges. In addition to hiring 2 half time positions, and one half time position at KRV.</li> </ul>	
<p><b>3. Other</b></p> <ul style="list-style-type: none"> <li>• Announcements</li> </ul>		
<p><b>4. Next Meeting</b></p> <ul style="list-style-type: none"> <li>• Thursday, <b>April 19, 2007</b>, 2:00 PM</li> </ul>	<p>Location: Administrative Conference Rm. 214D</p>	
<p><b>5. Adjournment</b></p>	<p>The meeting adjourned at 3:48 PM</p>	



College Council  
Cerro Coso Community College  
April 19, 2007

Agenda Review

Review of notes

Discussion Items

Fall Flex Day Agenda (Jane Harmon)

Professional Development Committee (Margaret Hunter)

Basic Skills Initiative (Jane Harmon)

Information Items

Staff Hiring Priorities

FTES by site for Cerro Coso

Accreditation Progress

Standing Committee Reports

Budget Development

Professional Development

Facilities

Strategic Planning

TRT





# **College Council**

## **Meeting Minutes**

April 19, 2007

### **I. Call to order**

**Mary Retterer** called to order the regular meeting of the **College Council** at **2:03 PM** on **April 19, 2007** in the **Administrative Conference Room 214d**.

### **II. Roll call**

The following persons were present: Mike Barrett (video), Shannon Bliss (video), Jill Board, Yihfen Chen, Jane Harmon, Ted Hagle, Valerie Karnes, Gale Lebsock, Jan Moline, Mary Retterer, Kathy Salisbury, Gayle Whitlock and Margaret Hunter

### **III. Approval of minutes from last meeting**

The March 29, 2007, meeting minutes were presented from the last meeting. The minutes were approved with corrections, along with a request for a format change.

### **IV. Discussion Issues**

#### **a) Fall Flex Day Agenda (Harmon)**

Dr. Harmon asked for ideas for the upcoming fall flex day. Dr. John Rouche is a schedule to speak. Dr. Rouche is an expert on student success/retention and basic skills. The presentation will be available to all sites via video conferencing. Dr. Harmon invited the student leadership to attend.

*Action Item: Council members will contact Dr. Harmon with additional ideas for the fall flex day events.*

*Action Item: Jan Moline will contact the student leadership to invite them to hear Dr. Rouche speak at the Fall Flex Day event.*

#### **b) Professional Development Committee (Hunter)**

With funds received from the state of California for Professional Development, it was decided by the Council, that the Professional Development be reinstated as a College Council Standing Committee, in funding and non funding time. Consequently, the Professional Development Committee was formed.

Margaret Hunter reported on the status of the Professional Development Committee. The Committee consists of two (2) classified, three (3) faculty, and two (2) administrators, with Margaret Hunter, identified by the Committee as chairperson, and Lisa Couch monitoring the budget.

Cerro Coso Community College was funded with \$10,000 for Professional Development. The funding comes with a group use focus, in lieu of individual travel to conferences, etc. Two events have been scheduled using Professional Development funds, Dr. John Rouche for Fall Flex Day and Jim Martini, a motivational speaker from LA Valley College. The Committee is exploring training projects for the faculty and staff, such as Moodle training, MS Outlook, etc.

c) **Basic Skills Initiative** (Harmon)

Dr. Harmon was asked by the state to attend Basic Skills Initiative Training Tuesday and Wednesday (April 17 & 18, 2007) in San Francisco. The Team consists primarily of faculty in primary education and Dr. Harmon is the Administrator at Large. The Team will visit all the Community College throughout the state of California to assess and analyze a state of best practices. Cerro Coso Community College is scheduled to be visited by the Team on Friday, September 28, 2007

V. **Information Issues**

a) **Staff Hiring Priorities** (Retterer)

A copy of the draft Classified/Management Hiring Priorities matrix was distributed for review and information. Each position was reviewed identifying and explaining need, justification and the status the positions identified in the matrix. As a result of the review, two additional positions were added to the matrix, but not prioritized yet.

b) **FTES by site for Cerro Coso** (Board/Lebsock)

A copy of a Cerro Coso Community College Apportionment Attendance, Report, Period One, 2005/06 and 2006/07 Annualized and Year End Actuals, identifying FTES by site was distributed and discussed. The Report was given to the viewers for better understanding of the process and numbers. Analyzed numbers include an estimate of the previous summer's enrollment hours, whereas Actuals are Actuals.

c) **Accreditation Progress/Strategic Planning** (Retterer)

A copy of the draft Strategic Planning transition document, prepared and developed by the Strategic Planning Committee, was distributed and discussed. The Strategic Planning transition document consists of the Kern Community College's Strategic Initiatives, coupled with the Cerro Coso Community College related Initiatives, identifying the strategies, and activities. The Council reviewed the document, each initiative at a time, with the Council providing feedback to Dr. Retterer.

***Action Item:** Dr. Retterer will incorporate the Council's suggested changes into the Cerro Coso Community College Strategic Planning document and report the changes back to the Strategic Planning Committee.*

**VI. Future Meeting Dates**

- a) April 26, 2007 – **CANCELED**
- b) May 17, 2007 – Thursday, 2:00 PM, Administrative Conference Room 214d

**VII. Future Agenda Items**

- a) **Student Worker Handbook and Student Workers Supervisors Handbook**  
(JoAnn Spiller) – May 17, 2007

**VIII. Adjournment**

**Mary Retterer** adjourned the meeting at **4:00 PM.**

Minutes submitted by: Louise Farmer

Minutes approved by: ~~Name~~ May 17, 2007.

**Cerro Coso College Council**  
**BUDGET**  
**Meeting Agenda**  
May 14, 2007

2:00 PM, Administrative Conference Room

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Lisa Fuller

- I. Call to Order**
- II. Roll Call**
- III. Discussion Issues**
  - a) Budget Summary and Changes to Budget Requests
- IV. Future Meeting Dates**
  - a) Next Meeting
  - b) Fall Schedule
- V. Future Agenda Items**
- VI. Adjournment**

# College Council

## Budget Meeting

### Meeting Minutes

~~April 19,~~ May 14, 2007

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#### I. Call to order

Mary Retterer called to order the ~~regular-Budget~~ meeting of the College Council at 2:03 PM on ~~April 19~~ May 14, 2007 in the Administrative Conference Room 214d.

#### II. Roll call

The following persons were present: Mike Barrett (video), Shannon Bliss (video), Jill Board, Yihfen Chen, Jane Harmon, ~~Fed Hagle,~~ Valerie Karnes, Gale Lebsock, Karen O'Connor, Mary O'Neal, Cori Ratliff, Jan Moline, Mary Retterer, Kathy Salisbury, Gayle Whitlock ~~and Margaret Hunter~~

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#### III. Approval of minutes from last meeting

~~The March 29, 2007, meeting minutes were presented from the last meeting. The minutes were approved with corrections, along with a request for a format change.~~

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#### IV. Discussion Issues

##### a) Fall Flex Day Agenda (Harmon)

~~Dr. Harmon asked for ideas for the upcoming fall flex day. Dr. John Rouche is a schedule to speak. Dr. Rouche is an expert on student success/retention and basic skills. The presentation will be available to all sites via video conferencing. Dr. Harmon invited the student leadership to attend.~~

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~~Action Item: Council members will contact Dr. Harmon with additional ideas for the fall flex day events.~~

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~~Action Item: Jan Moline will contact the student leadership to invite them to hear Dr. Rouche speak at the Fall Flex Day event.~~

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##### b) Professional Development Committee (Hunter)

~~With funds received from the state of California for Professional Development, it was decided by the Council, that the Professional Development be reinstated as a College Council Standing Committee, in funding and non funding time. Consequently, the Professional Development Committee was formed.~~

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~~Margaret Hunter reported on the status of the Professional Development Committee. The Committee consists of two (2) classified, three (3) faculty, and two (2) administrators, with Margaret Hunter, identified by the Committee as chairperson, and Lisa Couch monitoring the budget.~~

~~Cerro Coso Community College was funded with \$10,000 for Professional Development. The funding comes with a group use focus, in lieu of individual travel to conferences, etc. Two events have been scheduled using Professional Development funds, Dr. John Rouche for Fall Flex Day and Jim Martini, a motivational speaker from LA Valley College. The Committee is exploring training projects for the faculty and staff, such as Moodle training, MS Outlook, etc.~~

~~e) **Basic Skills Initiative (Harmon)**~~

~~Dr. Harmon was asked by the state to attend Basic Skills Initiative Training Tuesday and Wednesday (April 17 & 18, 2007) in San Francisco. The Team consists primarily of faculty in primary education and Dr. Harmon is the Administrator at Large. The Team will visit all the Community College throughout the state of California to assess and analyze a state of best practices. Cerro Coso Community College is scheduled to be visited by the Team on Friday, September 28, 2007~~

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~~V. **Information Issues**~~

~~a) **Staff Hiring Priorities (Retterer)**~~

~~A copy of the draft Classified/Management Hiring Priorities matrix was distributed for review and information. Each position was reviewed identifying and explaining need, justification and the status the positions identified in the matrix. As a result of the review, two additional positions were added to the matrix, but not prioritized yet.~~

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~~b) **FTES by site for Cerro Coso (Board/Lebsock)**~~

~~A copy of a Cerro Coso Community College Apportionment Attendance, Report, Period One, 2005/06 and 2006/07 Annualized and Year End Actuals, identifying FTES by site was distributed and discussed. The Report was given to the viewers for better understanding of the process and numbers. Analyzed numbers include an estimate of the previous summer's enrollment hours, whereas Actuals are Actuals.~~

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~~e) **Accreditation Progress/Strategic Planning (Retterer)**~~

~~A copy of the draft Strategic Planning transition document, prepared and developed by the Strategic Planning Committee, was distributed and discussed. The Strategic Planning transition document consists of the Kern Community College's Strategic Initiates, coupled with the Cerro Coso Community College related Initiates, identifying the strategies, and activities. The Council reviewed the document, each initiative at a time, with the Council providing feedback to Dr. Retterer.~~

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~~Action Item: Dr. Retterer will incorporate the Council's suggested changes into the Cerro Coso Community College Strategic Planning document and report the changes back to the Strategic Planning Committee.~~

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### III. Discussion Issues

#### a) Budget Summary of Changes to Budget Requests

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A copy of the 07/08 Summary of Changes to Budget Request and 07/08 Highlights was distributed to the College Council attendees. The Budget Development Committee, consisting of Gale Lebsock, Mary O'Neal, Kathy Salisbury, Dick Benson, Jane Harmon, and Jill Board met on May 2, 2007, to consolidate requests and as a result of that meeting the summary of changes was present for the College Council's review. Discussion ensued about the changes and the highlights of the changes.

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The College Council approved the Budget Development Committee tentative budget to go forward as presented.

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### VI.IV. Future Meeting Dates

a) April 26, 2007 — **CANCELED**

b) a) May 17, 2007 – Thursday, 2:00 PM, Administrative Conference Room  
214d

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### VII.V. Future Agenda Items

a) **Student Worker Handbook and Student Workers Supervisors Handbook**  
(JoAnn Spiller) – May 17, 2007

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### VIII.VI. Adjournment

Mary Retterer adjourned the meeting at **4:00:10 PM**.

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Minutes submitted by: Louise Farmer

Minutes approved by: **{Name}**



# **Cerro Coso College Council**

## **Meeting Agenda**

May 17, 2007

2:00 PM, Administrative Conference Room

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Lisa Fuller

### **I. Call to order**

### **II. Roll call**

### **III. Approval of Minutes from Last Meeting – April 19, 2007**

### **IV. Discussion Issues**

- a) **Technology Plan** – Corey Marvin
- b) **Moodle Statement** –Matt Hightower
- c) **Minutes Approval Process** – Cori Ratliff
- d) **TRT Committee Mission and Composition** – Corey Marvin
- e) **Academic Senate Ad Hoc Safety Committee Recommendations May 2007** –  
Lisa Fuller

### **V. Information Issues**

- a) **Strategic Plan** – Copy of final plan (Mary Retterer/Cori Ratliff)
- b) **Accreditation Response** – Schedule for Response (Mary Retterer)
- c) **Education Master Plan** – Update from Jane Harmon
- d) **Student Worker Handbooks** – JoAnn Spiller

### **VI. Standing Committee Reports**

- a) **Budget Development** – Mary Retterer
- b) Professional Development
- c) Strategic Planning
- d) Facilities
- e) Technology Resource Team (TRT)

### **VII. Ad Hoc Committee/s**

- a) Participatory Governance Policy Update – no report

## **VIII. Future Meeting Dates**

### **b) Next Meeting**

### **c) Fall Schedule**

The tentative College Council meeting schedule for fall 2007/spring 2008 was identified as meeting once a month on the third Thursday of the month from 2:00 to 4:00 PM unless otherwise notified. Those dates are listed below:

#### **Fall 2007**

- Thursday, September 20, 2007      2:00 – 4:00 PM      Location TBD
- Thursday, October 18, 2007      2:00 – 4:00 PM      Location TBD
- Thursday, November 15, 2007      2:00 – 4:00 PM      Location TBD
- Thursday, December 6, 2007      2:00 – 4:00 PM      Location TBD

#### **Spring 2008**

- Thursday, January 31, 2008      2:00 – 4:00 PM      Location TBD
- Thursday, February 21, 2008      2:00 – 4:00 PM      Location TBD
- Thursday, March 20, 2008      2:00 – 4:00 PM      Location TBD
- Thursday, April 17, 2008      2:00 – 4:00 PM      Location TBD
- Thursday, May 8, 2008      2:00 – 4:00 PM      Location TBD
  - Depends on Board of Trustees Visit to CCCC
- Thursday, May 15, 2008      2:00 – 4:00 PM      Location TBD
  - Depends on Board of Trustees Visit to CCCC

## **IX. Future Agenda Items**

## **X. Adjournment**

# ***Cerro Coso College Council***

## ***Meeting Minutes***

May 17, 2007

2:00 PM, Administrative Conference Room

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Lisa Fuller

### **I. Call to order**

**Mary Retterer** called to order the regular meeting of the **College Council** at **2:07 PM** on **May 17, 2007** in the **Administrative Conference Room 214d**.

### **II. Roll call**

The following persons were present: Mike Barrett (video), Jill Board, Yihfen Chen, Lisa Fuller, Jane Harmon, Valerie Karnes, Gale Lebsock, Karen O'Connor, Mary Retterer, Kathy Salisbury, JoAnn Spiller

#### **Guests:**

Corey Marvin, Matt Hightower

### **III. Approval of Minutes from Last Meeting – April 19, 2007**

The April 19, 2007, College Council meeting minutes were accepted as presented.

### **IV. Discussion Issues**

#### a) **Technology Plan** – Corey Marvin

Dr. Marvin presented the Cerro Coso Community College Technology Upgrade/Replacement Plan to College Council for acceptance. The Technology Plan is a systematic college-wide plan for replacing computers for faculty, staff, and instructional use along with peripheral equipment on a regular cycle, helping to ensure that all technology on campus is kept up-to-date and that the funding for this plan is clearly established across multiple years. Knowing what is to be replaced and how much it will cost will greatly improve the college's ability to create realistic strategic plans and to continue to fund the college's technology infrastructure and services at their current levels. To address these issues all computers across the campus will be placed on a regularly scheduled replacement based upon current information standards. There are three groups (Employee Computers, Classrooms/Labs Computers, and Network Hardware) to consider in replacing our existing computer technology. A worksheet identifying the replacement schedule plan will be created during the summer 2007. The Technology Plan is slated for a yearly review.

The College Council accepted the Technology Plan as presented.

- b) **Moodle Statement** –Matt Hightower  
Technology Resources Team (TRT) Committee met to discuss the support of Moodle, a student training program for faculty, for Cerro Coso Community College. The District may financially support Moodle for rest of the academic year, but who will pay for hosting it after. Discussion ensued about Moodle, faculty training, and what it takes to support it. Cori Ratliff recommended creating a tutorial for Moodle training. Moodle training is included in the Online Certification program.

It was the consensus of the College Council to support Moodle for Cerro Coso Community College.

*Action Item: Matt Hightower will have a conversation with Heather Ostash regarding transferring Moodle from pilot stage to support stage.*

- c) **Minutes Approval Process** – Cori Ratliff  
Cori Ratliff indicated that a majority of College Council meeting minutes on the Intranet is identified by draft. Cori recommends formalizing the process where the College Council meeting minutes be reviewed and approved, after which posted online. The meeting minutes will include a date of approval along with approving body. Cori indicated that once the minutes are approved and changes made, she will send out an email with a link to the College Council meeting minutes. Also, materials, documents, etc. need to be sent out in advance, as an attachment or faxed if not available by attachment, especially to accommodate our distant Council members.

*Action Item: Cori will create a link to the list of College Council meeting minutes.*

- d) **TRT Committee Mission and Composition** – Corey Marvin  
A copy of the draft Mission and Composition Technology Resource Team Committee was presented to the College Council for acceptance. The Council reviewed the mission statement and composition and made some changes.

*Action Item: Corey Marvin will revise the TRT Committee Mission and Composition presented with the suggested changes.*

The Cerro Coso College Council accepted the TRT Committee Mission and Composition with the changes on May 17, 2007.

- e) **Academic Senate Ad Hoc Safety Committee Recommendations May 2007** – Lisa Fuller  
Lisa Fuller presented the Academic Senate Ad Hoc Safety Committee's recommendation which included 4 items requiring immediate attention at all sites;

ongoing facilities, equipment and supplies & training (lighting, equipment, staff training); policies and procedures updates; reevaluation of student conduct policy.

## V. Information Issues

- a) **Strategic Plan** – Copy of final plan (Mary Retterer/Cori Ratliff)  
A Chancellor approved copy of Cerro Coso Community College's Strategic Plan was presented to the College Council for acceptance.

The Cerro Coso College Council accepted the Strategic Plan as is. Once KCCD Board approved, it will be publicized to the community.

- b) **Accreditation Response** – Schedule for Response (Mary Retterer)  
The schedule for responses must be publicly received by the KCCD Board of Trustees. The Accreditation Team will be looking at the progress of the responses. The Chancellor would like Cerro Coso to present the Accreditation Schedule of Responses to the Board at the August or September Board of Trustees meeting.

The Standard Chairs, Jon Tittle (Standard 1), Dennis VanderWerff and Suzanne Ama (Standard 2), Valerie Karnes (Standard 3), and Lisa Fuller (Standard 4), are meeting to update accreditation.

- c) **Education Master Plan** – Update from Jane Harmon  
Dr. Harmon gave a status report on the final Education Master Plan. Suzie Ama is preparing the final formatting.
- d) **Student Worker Handbooks** – JoAnn Spiller  
JoAnn presented copies of the Cerro Coso Community College Student Worker Handbook and the Student Employment Supervisors Manual to College Council for review and feedback. The Council recommended some changes to the handbook and manual. JoAnn indicated that a college work study application is being developed.

*Action Item: JoAnn Spiller will make the recommended changes to the handbook and manual and report back to the College Council.*

## VI. Standing Committee Reports

- a) **Budget Development** – Mary Retterer  
A copy of the revised Cerro Coso Community College Budget Development Process flowchart was distributed for record.
- b) Professional Development
- c) Strategic Planning
- d) Facilities
- e) Technology Resource Team (TRT)

## VII. Ad Hoc Committee/s

- a) **Participatory Governance Policy Update** – Lisa Fuller indicated that the Committee consisting of Jan Moline, Cori Ratliff, Jane Harmon, and Lisa Fuller, were having a difficult time getting the committee members together for a meeting and that she had collected a copy of the LAVC Participatory Governance Model. Only a few copies of the model were available for distribution. Some copies of the model were distributed to Participatory Governance Ad hoc Committee members present at the College Council meeting that day.

## VIII. Future Meeting Dates

### b) Next Meeting

The next meeting of the College Council is scheduled for **Thursday, September 20, 2007, from 2:00 to 4:00 PM**. It was the consensus of the College Council that they meet once a month, on the third Thursday of the month unless otherwise notified.

### c) Fall Schedule

The tentative College Council meeting schedule for fall 2007/spring 2008 was identified as meeting once a month on the third Thursday of the month from 2:00 to 4:00 PM unless otherwise notified. Those dates are listed below:

#### Fall 2007

- |                                |                |              |
|--------------------------------|----------------|--------------|
| • Thursday, September 20, 2007 | 2:00 – 4:00 PM | Location TBD |
| • Thursday, October 18, 2007   | 2:00 – 4:00 PM | Location TBD |
| • Thursday, November 8, 2007   | 2:00 – 4:00 PM | Location TBD |
| • Thursday, December 6, 2007   | 2:00 – 4:00 PM | Location TBD |

#### Spring 2008

- |  |                |              |
|--|----------------|--------------|
| • Thursday, January 31, 2008                 | 2:00 – 4:00 PM | Location TBD |
| • Thursday, February 21, 2008                | 2:00 – 4:00 PM | Location TBD |
| • Thursday, March 20, 2008                   | 2:00 – 4:00 PM | Location TBD |
| • Thursday, April 17, 2008                   | 2:00 – 4:00 PM | Location TBD |
| • Thursday, May 8, 2008                      | 2:00 – 4:00 PM | Location TBD |
| ○ Depends on Board of Trustees Visit to CCCC |                |              |
| • Thursday, May 15, 2008                     | 2:00 – 4:00 PM | Location TBD |
| ○ Depends on Board of Trustees Visit to CCCC |                |              |

## IX. Future Agenda Items

## X. Adjournment

The meeting adjourned at 3:56 PM

Recorded by: Louise Farmer

Meeting Minutes Approved: Presented and Accepted with changes September 20, 2007

# **Cerro Coso College Council**

## **Meeting Agenda**

Thursday, September 20, 2007

2:00 PM

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitators:** Mary Retterer and Lisa Fuller

### **I. Call to Order**

### **II. Roll Call**

### **III. Approval of Minutes from Last Meeting – May 14, 2007**

### **IV. Discussion Issues**

- a) Dress Code – Mike Barrett
- b) District New Employee Orientation
- c) Chart from Accreditation Progress Report

### **V. Information Issues**

- a) Accreditation Response Update
- b) Enrollment update

### **VI. Standing Committee Reports**

- a) Budget Development
- c) Professional Development
- d) Strategic Planning
- e) Facilities
- f) Technology Resource Team (TRT)

### **VII. Ad Hoc Committee/s**

- a) Participatory Governance Policy Update

### **VIII. Future Meeting Dates**

- a) Next Meeting: October 18, 2007
- b) Fall Schedule 10/18; 11/15; 12/6; 1/31; 2/21; 3/20; 4/17

### **IX. Future Agenda Items**

### **X. Adjournment**

# **Cerro Coso College Council**

## **Meeting Minutes**

September 20, 2007

2:00 PM, Administrative Conference Room

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Lisa Fuller

### **I. Call to order**

**Mary Retterer** called to order the regular meeting of the **College Council** at **2:09 PM** on **September 20, 2007** in the **Administrative Conference Room 214d**.

### **II. Roll call**

The following persons were present: Mike Barrett (video), Jill Board, Shannon Bliss, Yihfen Chen, Lisa Fuller, Jane Harmon, Valerie Karnes, Karen O'Connor, Heather Ostash, Cori Ratliff, Mary Retterer, Kathy Salisbury, Robert Villacana

**Guests:**

### **III. Approval of Minutes from Last Meeting – May 14, 2007 approved as presented**

### **IV. Discussion Issues**

#### **a) Dress Code – Mike Barrett**

The Council discussed enforcing a dress code with the caveat that the college staff and faculty are sending a message to students/community and modeling students by the way faculty and staff present themselves. There is a need to identify something that works for everyone.

Jill Board indicated that the Student Handbook has a dress code incorporated in the handbook and will bring it to the next College Council meeting for review.

**Action Item:** *Jill Board will bring Student Handbook, Dress Code, to College Council for review.*

#### **b) District New Employee Orientation**

A copy of the draft District Human Resources Department's KCCD New Employee District Orientation was distributed for review. The purpose orient new employees to the culture of the college site/district, in order to



facilitate organizational learning and employee productivity in a minimum period of time. In furtherance of this effort, the district sets aside a full-day (approximately 9:30 .m. to 3:00 p.m.) “New Employee Orientation” which is conducted the first Tuesday of each month.

The first orientation group will consist of those hired January 2007 then continuing with new employees the first Tuesday of each month.

Adjunct faculty orientation issues will be addressed in another venue.

**c) Chart from Accreditation Progress Report**

A copy of Cerro Coso Community College’s Planning Resource Allocation Evaluation Process flow chart was distributed for review and feedback. Changes should be submitted to Dr. Retterer as soon as possible for submittal to the District by Monday, September 24, 2007.

**d) Late Registration**

Clarification required for late registration procedure for students without instructors signature. This is having an institutional wide impact.

- Student that register the first week of classes do not require instructor signature.
- Student that register one week later require the instructor’s signature and the Vice President, Academic Affairs, signature then to A&R to register

Start planning a process to see what else we can do with late registration students. Ask Mark Beam to investigate those students profiles and where we are with students who did didn’t register late.

**e) IT Purchases (Cori Ratliff)**

IT requests that all purchasing of hardware and software go through the IT Department for the purpose of not only better prices, but for consistency and efficiency and the compatibility of software and hardware with our system.

The College Council agreed that all IT purchases should be processed through IT.

**Action Item:** *Cori Ratliff will develop a form to request software/hardware for compatibility of product purchasing.*

*Action Item: Dr. Retterer will include requesting of hardware/software purchases be processed through IT in her Monday morning memo to cc\_all.*

The District IT Helpdesk is being reviewed every morning from 7:00 a.m. to 8:00 a.m. The prioritization of Cerro Coso Community College’s help

desk request are being prioritized by Clint Karnos, Network Administrator, and Dan Johnson, Network Technician.

The evening IT coverage is in effect until 10:00 p.m. each night. The Help Desk message indicates availability till 5:30 p.m. This needs to be check, especially if evening coverage support lasts until 10:00 p.m.

**Action Item:** *Update IT coverage support signs in classroom.*

**f) Position/s Update**

**IT Director** – has been placed hold until the position responsibilities and duties are defined and agreed upon.

**Institutional Researcher** – provide data to solve our problems with the 50% law, until then we continue to use Marc Beam for our needs.

**KRV Director** – 50% law issue. Gayle Whitlock and YihFen Chen are sharing responsibilities for Faculty Director, KRV.

**Teaching Assistant** – Valerie announced that a Teaching Assistant has been assigned to Dr. Alex Shlanta to assist him in Astronomy.

- g) FFE District Standards -Facility Planning Department** – The purpose of this Department is to develop and maintain standards of furniture, fixtures, and equipment (FFE) selection, procurement, and installation throughout the district to standardize the process.

**Action Item:** *No more individual ordering of FFEs, all orders must go through the FFE District Standards-Facility Planning Department for standardization and cost impact.*

**V. Information Issues**

- a) Accreditation Response Update
- b) Enrollment update – Dr. Retterer reported that Cerro Coso Community College is 3% up with 9% including the Sheriff's/Police Academy.

**VI. Standing Committee Reports**

- a) **Budget Development** – A copy of the 2007-2008 Adopted Budget, unrestricted Fund Allocation was distributed to Council.
- c) **Professional Development** – Time in Services pins disseminated at Professional Development event on Friday, October 5, 2007.
- d) **Strategic Planning** – Dr. Retterer made a presentation to the Ridgecrest City Council distributing copies of Cerro Coso's Strategic Plan.
- e) **Facilities** – Prioritizing our physical plant needs. \$52,000 has been designated for Small Maintenance Projects. Requests submitted Dr. Retterer by email.
- f) **Technology Resource Team (TRT)** – TRT have not met since last semester, the TRT is being restructured.

**VII. Ad Hoc Committee/s**

- a) **Participatory Governance Policy Update** – This Committee consisting of Jane Harmon, Jill Board, Cori Ratliff, and Lisa Fuller, will identify a chair and arrange to meet to review and update the Participatory Governance document.

**Action Item:** Jill will set up for the Committee to meet. The first meeting has been identified to meet this Tuesday, at 5:00 p.m. to discuss organization and restructuring the Participatory Governance document to equate to the College Council and its structure.

#### **VIII. Future Meeting Dates**

- b) Next Meeting: October 18, 2007
- c) The November 15, 2007, College Council meeting has been changed to November 8, 2007. Please mark your calendars to reflect the change.
- d) Fall Schedule 10/18; 11/8 (in lieu of 11/15); 12/6; 1/31; 2/21; 3/20; 4/17

#### **IX. Future Agenda Items**

#### **X. Adjournment**

The meeting adjourned at 4:05 PM.

Recorded by: Louise Farmer

Meeting Minutes Approved:

# **Cerro Coso College Council**

## **Meeting Agenda**

Date: October 18, 2007

Time: 2pm to 4pm

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Lisa Fuller

### **I. Call to Order**

### **II. Roll Call**

### **III. Approval of Minutes from Last Meeting – [Date]**

### **IV. Discussion Issues**

- a) Textbook costs – Robert Villacana
- b) Review committee list for District – Mary Retterer
- c) SWOT Analysis for each site

### **V. Information Issues**

- a) Basic Skills Initiative and State Report – Jane Harmon
- b) New position: Teacher Aide, Astronomy, 400 hours/year.
- c) Stafford Loan Issues – JoAnn Spiller
- d) Red Phone for off-hours security 760-382-1378

### **VI. Standing Committee Reports**

- a) Budget Development
- e) Professional Development
- f) Strategic Planning
- g) Facilities
- h) Technology Resource Team (TRT)
- i) Accreditation Response
- j) Participatory Governance Policy Update

### **VII. Future Meeting Dates**

- a) Next Meeting
- b) Fall Schedule 11/8; 12/6; 1/31; 2/21; 3/20; 4/17

### **VIII. Future Agenda Items**

### **IX. Adjournment**

# ***Cerro Coso College Council***

## ***Meeting Minutes***

October 18, 2007

2:00 PM, Administrative Conference Room

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Lisa Fuller

### **I. Call to Order**

**Mary Retterer** called to order the regular meeting of the **College Council** at **2:11 PM** on **October 18, 2007** in the **Administrative Conference Room 214d**.

### **II. Roll call**

The following persons were present: Mike Barrett (video), Jill Board, Shannon Bliss, Yihfen Chen, Gale Lebsock, Jane Harmon, Karen O'Connor, Heather Ostash, Cori Ratliff, Mary Retterer, Robert Villacana

**Guests:** Dr. David Cornell, Director of A&R & Veterans Affairs  
JoAnn Spiller, Director of Financial Aid and Scholarships

### **III. Approval of Minutes from Last Meeting – [September 20, 2007]**

The September 20, 2007, were presented review and feedback via electronically and a hard copy at the meeting. The Council accepted September meeting minutes as presented.

### **IV. Discussion Issues**

#### **a) Textbook costs – Robert Villacana**

Robert Villacana, President, Associated Students of Cerro Coso (ASCC) provided a copy of the "Affordable Textbooks for the 21<sup>st</sup> Century": A Guide to establishing textbook rental services" to the Council for review. He appealed to the College Council for an alternative process for student textbooks, with the nationwide concern about textbooks costs, proposing a rental textbooks program. The College Bookstore could move from being a book seller to a book renter, making textbooks more affordable to students. The instructors would need to agree to a 3 year use of textbooks with a 20% cost savings over a 3-year period, paying for itself in 2 ½ years.

Discussion ensued regarding the concerns expressed regarding classes using software. It would be difficult or impossible to commit to a 3-year

agreement for some classes. It was suggested that core classes would be the most beneficial to take advantage of this program, or to start off the program, and then we could expand from there.

The Drawbacks include:

- Book storage
- Faculty to commit to number of years usage
- Start up money – Tracking software costs \$1,500 to \$3,000

Mr. Villacana, as representative of the Student Body, requested consideration of the program. He has already spoken to faculty and students.

**Action Item:** *Organize a Committee to include faculty, classified, administration and students to address the student textbook costs issue.*

**Action Item:** *Faculty will discuss in Academic Senate for alternative solutions to the cost of textbooks issue.*

**b) Review committee list for District – Mary Retterer**

A draft copy of the campus committees for Cerro Coso was distributed to the College Council for review and feedback.

**Action Item:** *Dr. Retterer asked the Council to review the committee list and provide additions, changes, deletions, to the list by Friday, October 20, 2007.*

**c) SWOT (Strengths, Weaknesses, Opportunities, Threat) Analysis for each site (Mary Retterer)**

A copy of the SWOT Study and Plan was distributed to the Council for review identifying that the Study would be conducted at all sites, with hopes to capitalize on the Center's strengths, weaknesses, threats, and developing and action plan. She planned on visiting the Kern River Valley campus on Monday, October 22, 2007, to meet with Faculty Directors, Gayle Whitlock and Dr. Yihfen Chen, to begin the discussions.

## **V. Information Issues**

**a) Basic Skills Initiative and State Report – (Jane Harmon)**

- The program's purpose is to help students transition into upper level classes, with instruction of how to process the information
- The initial effort is to focus in on core curriculum, with English As a Second Language (ESL) included
- Heather Ostash and Paula Suarez are working on the Gate Keeper course, using supplemental instructors
- Provide a Learning Assistance Center at all sites, including online

- b) Spring 2008 Schedule (Jane Harmon)
- Scheduled to be on campus one week from today, October 25, 2007, to sites (SK, KRV, ESCC) on Friday.
  - Distribution change, with instructors distributing to students, remainder to counselors, and a reference to online schedule thereafter
  - Monday, after Thanksgiving schedules will be mailed to all campuses for deliver the first week in December 2007.

- c) New position: Teacher Aide, Astronomy, 400 hours/year (Mary Retterer)  
This Teacher's Aide position is to assist Dr. Alex Shlanta in the astronomical domes.

- d) Stafford Loan Issues – JoAnn Spiller  
The Cohort Rate for Stafford Loans has been in default, 20% and above, for two years in a row, for many reason, resulting in a risk for loosing other financial aid programs. The College is responsible for the default. Porterville College has not been in the program for five years. Joann Spiller, Director of Financial Aid and Scholarships, recommends we withdraw from the program entirely so that we don't loose other funding. Discussion ensued about the recommendation with the consensus of the Council to agree with the Director's recommendations.

**Action Item:** *Dr. Retterer will inform the Cerro Coso Community College Foundation, Inc. Board of Directors of the Council's consensus to withdrawal from the Stafford Loan program.*

- e) Red Phone for off-hours security 760-382-1378  
A Red Telephone has been ordered (382-1378) as a contact telephone, one number concept, for the "Dean of Darkness" evening coverage, emergencies, for immediate access, weekends included.

**Action Item:** *Dr. Retterer will retrieve the red telephone on Tuesday, October 23, 2007, while at the District Office for a meeting.*

## VI. Standing Committee Reports

### a) Budget Development (Gale Lebsock)

- The Budget Development Committee met last week to review the adoption budget
- The final allocation if \$82,000 less than the tentative budget
- Adjustments were made to the IT budget, with IT petitioning for a restoration of \$35,000
- The Budget Development Committee will meet the first of the year to set timelines for the 08-09 budget

### f) Professional Development (Mary Retterer)

- Professional Development event October 5, 2007, with speaker Martini, and the distribution of longevity pins to faculty, staff, and administration.

**g) Strategic Planning**

- The Strategic Planning Committee is moving along

**h) Facilities (Mary Retterer)**

- Scheduled a meeting in November 2007

**i) Technology Resource Team (TRT) (Cori Ratliff)**

- Membership has been identified with the first meeting to be scheduled soon to discuss Information Technology issues.
- Sandra Brown was identified as a student representative, by Robert Villicana.

**j) Accreditation Response (Mary Retterer)**

- Accreditation Responses were sent to the Accrediting Commission electronically and by mail, with no response from the Commission with not word on the visiting date and attendees.

**k) Participatory Governance Model Update (Cori Ratliff)**

- Used LA Valley Colleges Governance document as a model, aligned it with Cerro Coso's format to produce the best document.
- The Committee is near completion for the College Council's review.

**VII. Future Meeting Dates**

**b)** Next Meeting: November 8, 2007

**c)** Fall Schedule 11/8; 12/6; 1/31; 2/21; 3/20; 4/17

**VIII. Future Agenda Items**

**IX. Adjournment**

The meeting adjourned at 3:46 PM.

Recorded by: Louise Farmer

Meeting Minutes Approved:



# ***Cerro Coso College Council***

## ***Meeting Agenda***

Thursday, November 8, 2007

2:00PM, MB 214

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Lisa Fuller

### **I. Call to Order**

### **II. Roll Call**

### **III. Approval of Minutes from Last Meeting – [Date]**

### **IV. Discussion Issues**

- a) Red Phone deployment -Mary Retterer
- b) Parking fee -Mary Retterer
- c) Budget Projections -Mary Retterer, Gale Lebsock
- d) Sharepoint -Valerie Karnes

### **V. Information Issues**

- e) Office 2007 Training -Valerie Karnes
- f) Office 2007 deployment -Valerie Karnes
- g) IT Replacement policy -Valerie Karnes

### **VI. Standing Committee Reports**

- a) Budget Development
- h) Professional Development
- i) Strategic Planning
- j) Facilities
- k) Technology Resource Team (TRT)

### **VII. Ad Hoc Committee/s**

- a) Participatory Governance Policy Update

### **VIII. Future Meeting Dates**

- a) Next Meeting: December 6, 2007
- b) Meeting Schedule 12/6; 1/31; 2/21; 3/20; 4/17

### **IX. Future Agenda Items**

### **X. Adjournment**

*Cerro Coso College Council*  
*Meeting Minutes*  
Thursday, November 8, 2007

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Lisa Fuller

- I. **Call to Order** – 2:10 p.m.
- II. **Roll Call** – Mary Retterer, Jane Harmon, Deanna Campbell, Mike Barrett, Shannon Bliss, Heather Ostash, Cori Ratliff, Karen O'Connor, Valerie Karnes, Yihfen Chen, Tammy Eberhardt.
- III. **Approval of Minutes from Last Meeting** – No minutes to review and approve.
- IV. **Discussion Issues**
  - a. **Red Phone Deployment – 760-382-1378** Members of the Management Team will rotate coverage for evenings and weekends and will carry the Red Phone. Weekend coverage will rotate as well. The on-call manager will pick up the Red Phone at the switchboard and carry it all evening, including carrying it home. A manager who is “on call” does not need to remain on campus the entire evening as long as they have cell signal. Phone numbers for the management team will be programmed into the Red Phone. You will only need to remember one phone number. If there is a life threatening emergency call 911 FIRST and given them your location. College phones all show the main number when an outside number is dialed. Call the switchboard next and inform the operator.
  - b. **Parking Fee** – Currently Cerro Coso and Porterville do not have a parking fee. The state does not supply money for repairs to the parking lots. Cerro Coso has issues of extreme heat and cold, snow, etc. The district would like to establish a parking fee at each of the campuses – user fee. Shannon stated that this could cause environmental issues at IWV if the students begin parking off campus in the desert areas. Mary indicated that a \$5.00 parking fee per semester may be recommended. This will also require security office to enforce and that is classified work. Spot checks on a part time basis may cover the issue. We need to look at each site individually. Recommendations were made such as: parking fee for those who wish to park close to the building in a specified area, continual fundraising for parking lot repairs, etc. The potential gain of income ranges from 15K – 40K per year. Right now we are redoing the gym parking lot with the final bond money. Any fees must be board approved in December.

- c. **Budget Projections** – An emergency meeting was held this morning for the administration and business directors. The budget revenue deficit is short by 10 billion dollars. Cuts of 10% for each state agency. We are not sure of the affect this will have and when it will hit us. Mary stated that there may be a small cut this year and we will feel the larger cut beginning July 1. Cerro Coso reserve is 240K which is inclusive of banked load, vacation, comp time, etc. Mary indicated that there is a health reserve. A 1.8 million dollar cut is possible, and the worst case. The budget committee will meet and address the issues and bring back a recommendation to College Council. We do not want to cut into our reserve. The PV field currently needs 6K worth of replacement items. Emergency IT fund for replacements. Planning is key. This is a political issue and there is the possibility the in January we will see a 5% cut due to elections, and then will see the other 5% cut after elections are over. Gale Lebsock recommends that we build our budget with a 10% reduction. The district stated that they cannot use restricted reserved to help with unrestricted reserves.

In 2002/2003 we were required to make mid year cuts as the state built the budget on one time funds. This is funding streaming issue. Open communication on this is essential. Our share is 10 million dollars district wide.

FTFO is driven by FTES. 50% law is also an issue. FTFO is district wide and no guarantee as to which college will receive additional faculty. The district does not have carry-over, they have charge backs to each campus.

The 320 revised report was not submitted correctly but the district is working on the corrections with Elias from the state. The centers were not reported correctly.

IT Dean/Director has been pointed as a Director level from district HR. David Palinsky will sit on the committee. This is considered an educational administrator. Mary will form the committee ASAP and begin the screening process. TITLE – IT/Distance Education/Learning Support Services Director. In the past we have had a 40% faculty IT director and 60% faculty Online Director. Mary fought long and hard to get the job pointed at this level.

- d. **SharePoint** – Valerie Karnes shared information on the new version of SharePoint which is a collaborative space, posting documents, etc., currently being piloted. Moodle is used by faculty now. Cost – purchase a server and license. Various groups would have their own SharePoint site and the ability to post directly to the site. It would be the responsibility of the faculty chair to ensure appropriate documents are posted to the sites. It was recommended that this be rolled out in a forum that involves a lot of different people.

V. **Information Issues**

- a. **Office 2007 Training & Deployment** – IT is ready to deploy Office 2007 now but we need a plan. Training needs to be scheduled and Karen O'Connor has offered to hold a sneak preview training on November 30<sup>th</sup>. Valerie Karnes will also offer training, and Cori Ratliff will create a support site.

This is a big improvement from the previous version. Not difficult, but change is always difficult. Dr. Retterer will include this in her Monday memo as a heads up to all. Plan and implement with minimal confusion to all parties. One hour training for staff during the intersession, and on December 17<sup>th</sup> Student Services is scheduled for deployment.

- b. **IT Replacement Policy** – Be sure replacements are included in your unit plans.

VI. **Standing Committee Reports**

- a. **Budget Development** – no report  
b. **Professional Development** – meeting scheduled for this week.  
Professional Development – free tips and tricks in the Howler  
Request from IT for help with training on contract management system.  
c. **Strategic Planning** – no report  
d. **Facilities** – no report  
e. **Technology Resource Team (TRT)** – a meeting has been scheduled for November 29<sup>th</sup>. The composition of the group has been changed.

VII. **Ad Hoc Committees**

- a. **Participatory Governance Policy Update** – The committee is working on a new model. They are currently waiting on a couple of things. Lisa found a couple of missing items in the decision making process. The committee should have a draft copy available at the next meeting. Thank you to Cori Ratliff for all of her work on this project.

VIII. **Future Meeting**

- a. **Next Meeting:** December 6, 2007  
b. **Meeting Schedule:** 12/6, 1/31, 2/21, 3/20, 4/17

IX. **Future Agenda Items**

- a. Building Update  
b. Building security/emergency procedures

X. **Adjournment** – 3:35 p.m.

**FYI:** November 8<sup>th</sup> – Band Concert  
December 7<sup>th</sup> – Christmas Party

# **Cerro Coso College Council**

## **Meeting Agenda**

Date: December 6, 2007

Time: 2pm to 4pm

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Lisa Fuller

### **I. Call to Order**

### **II. Roll Call**

### **III. Approval of Minutes from Last Meeting – [Date]**

### **IV. Discussion Issues**

- a) Deployment of Office 2007 to the College (Karnes/Ratliff)

### **V. Information Issues**

- b) Red Phone for off-hours security 760-382-1378
- c) Faculty Position/s (Retterer)
- d) Textbook Prices (Retterer)
- e) Feedback on Textbook Rental Program (Villacana)

### **VI. Standing Committee Reports**

- a) Budget Development
- f) Professional Development
- g) Strategic Planning
- h) Facilities
- i) Technology Resource Team (TRT)
- j) Accreditation Response
- k) Participatory Governance Policy Update

### **VII. Future Meeting Dates**

- a) Next Meeting
- b) Fall Schedule 1/31; 2/21; 3/20; 4/17

### **VIII. Future Agenda Items**

### **IX. Adjournment**

# ***Cerro Coso College Council***

## ***Meeting Minutes***

December 6, 2007

2:00 PM, Administrative Conference Room

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Lisa Fuller

### **I. Call to Order**

**Mary Retterer** called to order the regular meeting of the **College Council** at **2:06 PM** on **December 6, 2007** in the **Administrative Conference Room 214d**.

### **II. Roll call**

The following persons were present: Jill Board, Shannon Bliss, Yihfen Chen, Jane Harmon, Karen O'Connor, Cori Ratliff, Kathy Salisbury, Mary Retterer, Robert Villacana

**Guests:** Joann Handeland, Director of Public Information, Facilities Development, & Alumni Relations

### **III. Approval of Minutes from Last Meeting – [September 20, 2007]**

The November 8, 2007, meeting minutes were forwarded via email for feedback.

### **IV. Discussion Issues**

#### **a) Deployment of Office 2007 to the College (Karnes/Ratliff)**

- Faculty and Administrators will have an opportunity to choose Office 2007, on their computers, on December 13, 2007. Office 2007 will be automatically pushed to faculty on January 11, 2008, with an opportunity for training on flex day, January 18, 2008. The final push to install Office 2007 is slated for February 2008.
- Office 2007 training will be offered

**Action Item:** *Dr. Retterer will notify, via email, faculty and Administrators regarding the Office 2007 update.*

- #### **b)**
- A hold will be placed on everyone's budget until January 2008, until a determination is made about the 10% reduction in the state budget.

**Action Item:** *Dr. Retterer will notify the staff regarding the hold on budget's until the end of January 2008.*

## **V. Information Issues**

### **a) Voice Mail (Handeland)**

Joann requested that everyone call in periodically during the Winter Recess (December 22, 2007 through January 6, 2008) to empty their telephone voice mail to prevent the system from getting overloaded.

### **b) Free Speech Area (Handeland)**

- Two areas, inside and outside, have been identified as free speech areas at the IWV campus (East Wing Courtyard and the East wall of the Student Center), where anyone can come to campus and speak.
- Joann presented draft procedures for the use of the free speech area to College Council for review. Discussion continued. Suggested changes will be incorporated into the procedures document.

**Action Item:** *Joann and Jill will meet to discuss the procedures further and bring back suggested changes to College Council for review.*

### **c) Red Phone for off-hours security 760-382-1378**

- The Red Phone is already in use, programmed with contact telephone numbers.

**Action Item:** *Dr. Retterer will notify faculty and staff about the Red Phone is in use.*

### **d) Faculty Position/s (Retterer)**

- Cerro Coso Community College has been granted one (1) faculty, in Reading, this year.

### **e) Textbook Prices (Retterer)**

- A copy of AB1548, identifying the dos and don'ts of textbook pricing by publishers, was distributed for review. AB1548 has been signed by the Governor.

### **f) Feedback on Textbook Rental Program (Villacana)**

- At Robert Villacana's request, feedback was provided regarding the Textbook Rental Program.
- The Textbook Rental Program is too costly to embrace the program. However, Jill Board is investigating alternative textbook cost reduction programs.

*Action Item: Robert Villacana and Jill Board will meet to discuss the alternative textbook cost reduction programs.*

## **VI. Standing Committee Reports**

### **a) Budget Development**

- The Budget Development Committee is scheduled to meet on Tuesday, December 11, 2007, to discuss projected reduction.

### **b) Professional Development**

- The Professional Development Committee met to discuss training.
- Leadership Academy training is slated for next year, with training sessions on each campus. Training is open to anyone.
- 34 Presidential vacancies announced.
- Dr. William Andrews has announced in retirement for June 2008
- Professional Development opportunity available with CCAOE leadership

### **c) Strategic Planning (Retterer)**

- Strategic Planning is moving along, with plans for a January 2008 meeting to give updates
- Cerro Coso Community College Strategic Plan has been presented to several service clubs in the Indian Wells Valley community.

### **d) Facilities (Handeland)**

- A copy of an updated Facilities Plan was distributed with Joann answering questions that arose.

### **e) Technology Resource Team (TRT)**

- Office 2007 Launch update
- Request for a return of multi-media carts
- TRT recommends the Library continue to take over the distribution of multi-media carts and IT is responsible for repair
- TRT recommends usage training of the multi-media carts
- Accountability needed for expensive equipment
- TRT recommends informing Dr. Dennis VanderWerff regarding the multi-media carts distribution

### **f) Accreditation Response (Retterer)**

- No response yet from the Accreditation Commission, anticipating a answer soon

### **g) Participatory Governance Document Update**

- The Participatory Governance Document update, ad hoc committee, is scheduled to meet next week.
- The Committees' goal is to complete the document by January's 2008 College Council meeting (January 31, 2008).



## **VII. Announcements**

### **Valerie Karnes**

- Wind Technology Training Program, statewide, is being held at Cerro Coso Community College, IWV campus. Collaborating with UC Davis to teach how it works. Cerro Coso Community College has an articulation agreement with UC Davis
- 30 training slots are open
- Training will yield a General Industrial Training certificate after taking 18 units.
- Attended Wind dinner/meeting with employers and participants last evening

### **Shannon Bliss**

- "The Laramie Project" is being performed Saturday and Sunday.

## **VIII. Future Meeting Dates**

**b)** Next : The next meeting is scheduled for January 31, 2008.

**c)** Spring Schedule 1/31; 2/21; 3/20; 4/17

## **IX. Future Agenda Items**

## **X. Adjournment**

The meeting adjourned at 3:40 PM.

Recorded by: Louise Farmer

Meeting Minutes Approved: November 8, 2007, meeting minutes approved on December 6, 2007.

# **FACILITIES PLANNING UPDATE**

**November/December 2007**

## **CAPITAL CONSTRUCTION PROJECTS:**

**SCIENCE MODERNIZATION PROJECT:** The College/KCCD will submit the Working Drawings to the Department of State Architects (DSA) by November 30. The final meeting for the Science Committee at the IWV Campus will take place on December 6 from 10:30 to noon. We anticipate working drawings will be at DSA until March 2008. Construction is slated for mid-year 2008.

**FINE ARTS MODERNIZATION** – Chris Addington and architect Bob Varner from Ordiz Melby Architects have met and a schematic design drawing is presently under review by the Fine Arts Modernization Committee. The Fine Arts Modernization Committee will be providing their input at the December 6, 9:30 a.m. meeting.

**Main Building Modernization** – Final Project Proposal was submitted to the State Chancellor's office in July 2007. Project will proceed if statewide bond is passed in fall 2008. Construction would then begin in 2010. The Main Building Modernization Committee will continue to meet at regular intervals as scheduled.

## **SCHEDULED MAINTENANCE PROJECTS – IN PROCESS**

**MAIN BUILDING SECURITY** – Project is complete. All that remains is training of the staff on the system operation. A representative from Tel-Tec Security will be on campus on Thursday, November 29 to conduct the necessary staff training. This project provided intrusion alarm, card access and video surveillance systems of all three floors of Main Building and East Wings Also a surveillance camera for the LRC has been installed. New entry doors were installed on the main mega building.

**LECTURE HALL SAFETY REPAIRS** – Project is 99.9% complete. The theater/Lecture Center received an epoxy paint covering on the main floor, new drapes, neon isle lighting, newly painted walls, new lighting dimmer control panel, new safety railing, and new carpet. Theater seating was

cleaned and repaired. Contingency monies are being used to order a new motorized projection screen and 12 new lighting fixtures.

**GYM PARKING LOT REPAIR** – Hard Rock Construction from Bakersfield was the low bidder. The parking lot received a rock slurry and was restriped. Also the North concrete drive approach was replaced. Curbs were pressured washed and painted along the length of the drive. Also Fire lane curbs and loading zone curbs were painted adding \$2,500 to the contract. Project is now complete.

**SMALL PROJECT REPAIRS** – Carry over projects from last years Scheduled Maintenance allocation and newly submitted projects have received prioritization by the Facilities Committee. The Facilities Committee is hopeful that all the projected submitted will be addressed with the funding received this year for \$52,500.

**HVAC CAMPUS WIDE** – The District has allocated \$50,000 for HVAC repairs out of the Scheduled Maintenance monies for this fiscal year. East Wing and main building HVAC repairs are in the planning process. Approximately 50% of the monies have been spent on repairs to date.

**SCHEDULED MAINTENANCE PROJECTS – 2007-08** – John Daly and I worked on the project list and sent it to the District Facilities/Planning Department. Good progress is being made on the project list.

**BISHOP FIRE SURPRESSION PUMP** – Ordiz Melby Architects are assisting Cerro Coso on facilitating the needed repairs and replacement components. Control Fire Protection, Inc. made a site visit to evaluate the fire pump issue. The Project Program Report is to the District Facilities Team for review.

**BISHOP WATER WELL** – Jim Brackett has been assigned to follow up on the situation. A letter was generated to the County of Inyo, Department of Environmental Health Services indicating our “Notice of Intent to Comply.” We are receiving proposals from Environmental Engineers regarding treatment options. The District will also be exploring the funding opportunities through the California Department of Public Health.

Respectively submitted by: Joann Handeland



**AB 1548 (Solorio) Public postsecondary education: College Textbook Transparency Act**

**Summary:** This bill adds the College Textbook Transparency Act to the Donahoe Higher Education Act.

The bill requires textbook publishers, by January 1, 2010, to print the following information on or in each new textbook: **A)** a summary of substantive content differences made between the current edition and previous editions of the textbook, **B)** the copyright date of the previous editions, **C)** for instructor copies or complimentary teacher editions, it shall be noted on the exterior that the book is an instructor's copy and not for sale.

The bill, Effective January 1, 2010, requires postsecondary textbook publishers to provide faculty adopters with all of the following on request: **A)** a list of the relevant publishers' products, including wholesale prices, **B)** the price at which the new book is available from the publisher, **C)** the copyright date of any prior edition, if available, **D)** a list, provided in print or online, of substantial content changes made between current and previous editions of the textbook.

This bill requires campus bookstores of public institutions of higher education to post, in the store or the store's website, a disclosure of its retail pricing policy for the sale of new and used books. This bill also requires public postsecondary educational institutions to encourage those with course material selection responsibilities to place their orders with sufficient lead time, whenever possible.

This bill prohibits an adopter at an institution of higher education from demanding or receiving anything of value for adopting specific course materials required for coursework or instruction, except that an employee may receive any of the following: Complimentary copies, review course materials, or instructor copies, royalties or other compensation from sales of course materials that include the instructor's writing or other work, honoraria for academic peer review of course materials, and training in the use of course materials and course technologies.

This bill prohibits a publisher or campus bookstore from soliciting faculty for the purpose of the sale of instructor copies or complimentary teachers' editions of textbooks that have been provided by a publisher at no charge to the faculty member or other employee.

This bill prohibits a campus bookstore from engaging in any trade of any course material marked, or otherwise identified, as instructor copies or complementary teachers' editions of textbooks.

This bill exempts any self-published textbook by any instructor for use with the instructor's class, if the instructor discloses the publishing and use of those materials to his employer institution.

This bill prohibits college faculty or departments from selling review course materials, instructor copies, or instructional materials (not including unsolicited complimentary copies).

This bill was signed by the Governor.

# ***Cerro Coso College Council***

## ***Meeting Agenda***

Date: January 31, 2008

Time: 2:00 PM

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitators:** Mary Retterer and Lisa Fuller

- I. Call to Order**
- II. Special Guest: Congressman Kevin McCarthy**
- III. Roll Call**
- IV. Approval of Minutes from Last Meeting – [Date]**
- V. Introduction of Dr. James Fay, Vice President of Academic Affairs**
- VI. Discussion Issues**
  - a) Budget Update – Gale Lebsock
- VII. Information Issues**
  - a) [Description of Item]
  - b) [Description of Item]
  - c) [Description of Item]
- VIII. Standing Committee Reports**
  - a) Budget Development
  - d) Professional Development
  - e) Strategic Planning
  - f) Facilities
  - g) Technology Resource Team (TRT)
- IX. Ad Hoc Committee/s**
  - a) Participatory Governance Policy Update
- X. Future Meeting Dates**
  - a) Next Meeting
  - b) Meeting Schedule 2/21; 3/20; 4/17
- XI. Future Agenda Items**
- XII. Adjournment**

# ***Cerro Coso College Council***

## ***Meeting Minutes***

January 31, 2008

2:00 PM, Administrative Conference Room

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Lisa Fuller

### **I. Call to Order**

**Mary Retterer** called to order the regular meeting of the **College Council** at **2:48 PM** on **January 31, 2008** in the **Administrative Conference Room 214d**. The meeting was delayed due to a visit from the U.S. Congressman Kevin McCarthy.

### **II. Roll call**

The following persons were present: Michael Barrett (via video) Jill Board, Shannon Bliss, Yihfen Chen, James Fay, Pamela Godfrey, Jane Harmon, Valerie Karnes, Valerie McLaughlin (Student) Annett Moreau (student) Karen O'Connor, Cori Ratliff, Mary Retterer, Robert Villicana (student)

**Guests:** Joann Handeland, Director of Public Information, Facilities Development, & Alumni Relations  
The Honorable Kevin McCarthy, U.S. Congressman, District 22  
Mr. Vincent Fong, Field Representative for Congressman McCarthy  
Mr. Stu Witt, Board Member, Kern Community College District  
Jan Moline, Student Activities Advisor  
Yolanda Vasquez, TRIO Director

### **III. Approval of Minutes from Last Meeting – [December 6, 2007]**

The December 6, 2007, meeting minutes were forwarded via email for feedback and approved at the January 31, 2008 meeting for posting on the Intranet.

### **IV. Visit from U.S. Congressman Kevin McCarthy, District 22, to College Council**

The Congressman, addressing each of the College Council members, asked them to express their individual community college needs and challenges. Some of those needs and challenges included: Textbook Issues; supplemental funding to help create income base; Increase faculty, Career Technical Education, available grants to assist with textbooks and global textbooks, more

smart classrooms, classified staffing needs, offering honor classes online, more full time faculty, basic skill initiative, transportation, full time administrator

Prior to leaving, the Congressman, expressed that he has a special place in his heart for community Colleges.

## V. Introduction of Dr. James Fay, Vice President for Academic Affairs

Dr. James Fay, Vice President, Academic Affairs, was introduced to the College Council members who had not already met him.

## VI. Discussion Issues

### a) Budget Update – Mary Retterer

An updated copy of the best established estimate at this point in time of the KCCD 07-08 and 08-09 Impact of the Governor's Budget Proposal prepared by Tom Burke and the Impact of Governor's Initial Budget Proposal were distributed for review and discussion.

### b) KCCD's portion for mid-year 07-08 is estimated at \$700,000

### c) Cerro Coso has a good carry forward balance

## VII. Information Issues

### a) Pedagogy & Technology Standing Committee Recommendations (Lisa Fuller)

The Academic Senate, approved at their January 31, 2008 meeting, the Pedagogy and Technology Standing Committee's recommendations for the College. To preview these recommendations, please go to the following website:

<http://intranet.cerrocoso.edu/general/comm-senates/college-council/minutes.htm>

Concerns were shared regarding technical support and training for Moodle.

**Action Item:** *Jim Fay, VP for Academic Affairs, will investigate Moodle training for Users.*

### b) Red Phone (Lisa Fuller)

A request was made to clear up the usage for the Red Phone.

- If issues occur, faculty, adjunct faculty and staff, are to call the Red Phone 382-1378 to inform the Evening On-Duty Administrator of the incident, occurrence, issue, need.

**Action Item:** *Dr. Retterer will resubmit instructions about the usage of Red Phone, the who, what, where, and the way of the Red Phone.*



### VIII. Ad Hoc Committee/s

a) Participatory Governance Model 2007-2012 Update (Cori Ratliff)

An updated draft of the Participatory Governance Model: Governance and Procedures Handbook, An overview of the participatory governance process at Cerro Coso community College; how decisions are made and the linkage among the various constituent groups; was distributed to the College Council for review and feedback.

**Action Item:** Any feedback to the Participatory Governance Model 2007-2012 should be submitted to the Participatory Governance Committee

### IX. Future Meeting Dates

- a) Next Meeting
- b) Meeting Schedule 2/21; 3/20; 4/17

### X. Future Agenda Items

- **Free Speech Area Draft of Procedure Discussions (Joann Handeland)**

### XI. Adjournment

The meeting adjourned at 4:07 PM.

Recorded by: Louise Farmer

Meeting Minutes Approved: November 8, 2007, meeting minutes approved on December 6, 2007.

# **Cerro Coso College Council**

## **Meeting Agenda**

Date: February 21, 2008

Time: 2:00 PM

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitators:** Mary Retterer and Lisa Fuller

### **I. Call to Order**

### **II. Roll Call**

### **III. Approval of Minutes from Last Meeting – [January 31, 2008]**

### **IV. Discussion Issues**

- a) Budget Update – Gale Lebsock

### **V. Information Issues**

- a) Building Alarms (Shannon Bliss)
  - Policy and More Information Description
- b) Print Shop (Shannon Bliss)
- c) [Description of Item]

### **VI. Standing Committee Reports**

- a) Budget Development
- d) Professional Development
- e) Strategic Planning
- f) Facilities
- g) Technology Resource Team (TRT)

### **VII. Ad Hoc Committee/s**

- a) Participatory Governance Model Update
  - Review of Model

### **VIII. Future Meeting Dates**

- a) Next Meeting
- b) Meeting Schedule 2/21; 3/20; 4/17

### **IX. Future Agenda Items**

### **X. Adjournment**

# ***Cerro Coso College Council***

## ***Meeting Minutes***

February 21, 2008

2:00 PM, Administrative Conference Room

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Lisa Fuller

### **I. Call to Order**

**Mary Retterer** called to order the regular meeting of the **College Council** at **2:06 PM** on **February 21, 2008** in the **Administrative Conference Room 214d**.

### **II. Roll call**

The following persons were present: Jill Board, Shannon Bliss, James Fay, Pamela Godfrey (via video), Lisa Fuller, Valerie Karnes, Cori Ratliff, Mary Retterer, Robert Villicana (student)

### **III. Approval of Minutes from Last Meeting – [January 31, 2008]**

The January 31, 2008, meeting minutes were forwarded via email to all College Council members for review and feedback. A hardcopy was distributed to the attending members. The January 31, 2008, meeting minutes was accepted with corrections and will be posted on the Intranet.

### **IV. Discussion Issues**

#### **a) Emergency Planning – Cori Ratliff**

In light of the most recent college shootings, concerns were shared as to what is Cerro Coso Community College doing to be prepared for a similar incident? Is there an emergency action plan in place?

- Cerro Coso IWW is in the process of engaging the local law enforcement agencies (local police, sheriff, county police, fire department) for training. Sites would need to engage their local law enforcement.
- Clint Dougherty, the new College Human Resources Manager and John Daly will be attending a 3-day Training to “Train the Trainer (NIMS and SEMS)” the end of March 2008. Mary Retterer and Joann Handeland will be attending the first day that covers Crisis Communications and NIMS Executive Training.

Discussion ensued about updating the Emergency Procedures Manual, along with practicing the procedures. In addition, members from the Academic Senate have expressed a need for alarm procedures: how does one know there are no others in the building (staff, classes, etc.), what should we do if we can't turn off the alarm, what do we do if we come in and the alarm is not on.

**Action Item:** *Dr. Retterer will contact John Daly about providing alarm system directions, without the codes, close to the alarms.*

**Action Item:** *Safety Committee is charged with developing for security alarm procedures, how to identify who is in the building, what to do if one cannot turn off the alarm, what do if one the alarm is on when one arrives in the building. Also, provide training to staff.*

## V. Information Issues

### a) Accreditation Report

A copy of the January 31, 2008, letter from the Accrediting Commission for Community and Junior Colleges (ACCJC) identifying Cerro Coso was removed from Warning status and the Progress Report from the Team's visit was distributed for review and discussion.

- Cerro Coso taken off Accreditation Warning status, with Accreditation reaffirmed
- A Special Report in conjunction with the Midterm Reports will be submitted to the ACCJC

**Action Item:** *Cori Ratliff will scan letter and place on Cerro Coso's Intranet.*

**Action Item:** *College Council members will distribute to target and constituent groups.*

### b) College Cell Phones (Retterer)

A copy of the Employee Cell Phone IRS rules was distributed to the College Council for review and awareness, sharing the upcoming tax impact to employees with College Cell phones. The employee would be responsible for the tax burden. Looking at who really needs to operate a College Cell phone.

- Looking into alternative cell phone uses and a telephone use policy

### c) Institutional Research Organization

The District is investigating institutional research needs throughout the district for reporting consistency, examining models throughout different

districts. There is a need to create useful comparative data with accurate data input and integrity.

**d) Board of Trustees to visit Bishop/Mammoth in August, not September**

The Kern Community College District Board of Trustees Meeting/Visit to the Eastern Sierra College Center is being changed to August 7, 2008, instead of September 2008. The Mammoth Lakes Foundation has invited the Board of Trustees to the opening of the Student Housing. Participating attendees' accommodations will be in the new Student Housing.

**e) Code of Ethics (Mary)**

A copy of the KCCD Board Policy regarding the Code of Ethics was distributed for review and feedback.

***Action Item:** College Council members will share draft Board Policy Code of Ethics with constituent groups for their review to provide feedback.*

**f) Print Shop (Shannon Bliss)**

The Print Shop was absent staff due to illness, at the same time only one of the 4 copiers on campus was working, creating a work stoppage or slow down situation. Is there any backup when the Print Shop staff is gone?

Discussion ensued not only about the Print Shop but other one-person offices that for whatever reason the absence, how does college business proceed?

***Action Item:** Managers will look into identifying one-person pivotal positions for a backup process so that production does not stop if staff member are not present for whatever reason.*

**VI. Standing Committee Reports**

**a) Facilities**

- Bridges dislodged, damages from underlying damages over time, truck accident exposed steel place rusted

***Action Item:** Dr. Retterer will update the College Council, via email, on the status of the bridges repair.*

- Bond Issue fully approved to be placed on November ballot. Bond Issue would double funds for improvements to modernization projects.
- Our local bond has extra funds for modernizing Career Technical building.

- In the process of cleaning up garbage we have

## VII. Ad Hoc Committee/s

### a) Participatory Governance Model Update and Document (Ratliff)

A copy of the draft Participatory Governance Model was distributed for review and feedback.

**Action Item:** All College Council members are to review the Participatory Governance Document with their constituent groups and provide feedback from them.

**Action Item:** All College Council members are to review the Participatory Governance Model and submit their feedback to Cori Ratliff by next meeting.

- Need input from Administrative Cabinet
- Once information is received, the Participatory Governance Model Update Committee will bring back to College Council for review.

## VIII. Future Meeting Dates

- a) Next Meeting March 20, 2008
- b) Meeting Schedule 3/20; 4/17

## IX. Future Agenda Items

## X. Adjournment

The meeting adjourned at 3:46 PM.

Recorded by: Louise Farmer

Meeting Minutes Approved: January 31, 2008, meeting minutes approved on February 21, 2008.

Kern Community College District  
Strategic Initiative D

Strategy One: Define and implement a code of ethics for KCCD employees and institute training programs to ensure that all employees both understand and accept their responsibilities under that code.

Strategy Two: Implement systems and process which are standardized, transparent, responsive, and compassionate.

Strategy Three: Develop and recognize strong, visionary leadership in which leaders lead by example.

Strategy Four: Develop an information-based decision support system with the objective that statements, opinions, and decisions are supported by evidence that is factual, available to all, and consistent.

Strategy Five: Involve employees in district-wide activities and participatory governance

Strategy Six: Develop a culture of accountability, responsibility, and civility

Strategy Seven: Develop mutual respect among employees, with each person treated as a colleague critical to the success of the joint enterprise.

Strategy Eight: Develop within the KCCD a sense of community – a partnership of the three colleges and the district office sharing a common vision, missions, and set of values.

# ***College Council***

## ***Meeting Agenda***

March 20, 2008

2:00 PM

**Type of Meeting:** College Council

**Meeting Facilitator:** Mary Retterer and Lisa Fuller

- I. Call to Order**
- II. Roll Call**
- III. Approval of Minutes from Last Meeting – February 21, 2008**
- IV. Discussion Issues**
  - a) **Institutional Student Learning Outcomes – Suzanne Ama**
  - b) **Accountability Report for Community Colleges (ARCC) – Jill**
  - c) **District Strategic Initiative D – Jill**
- V. Information Issues**
  - a) **Human Services Program – Lisa**
  - b) **Industrial Technician Program – Lisa**
  - c) **Grade Submission Deadline Resolution - Lisa**
- VI. Standing Committee Reports**
  - a) Budget Development
  - d) Professional Development
  - e) Strategic Planning
  - f) Facilities
  - g) Technology Resource Team (TRT)
- VII. Ad Hoc Committee/s**
  - a) Participatory Governance Model Update
- VIII. Future Meeting Dates**
  - a) Next Meeting – Thursday, April 17, 2008
  - b) Fall Schedule
- IX. Future Agenda Items**
- X. Adjournment**



# **Cerro Coso College Council**

## **Meeting Minutes**

March 20, 2008

2:00 PM, Administrative Conference Room

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Lisa Fuller

### **I. Call to Order**

**Mary Retterer** called to order the regular meeting of the **College Council** at **2:06 PM** on **March 20, 2008** in the **Administrative Conference Room 214d**.

### **II. Roll call**

The following persons were present: Jill Board, Shannon Bliss, James Fay, Pamela Godfrey (via video), Lisa Fuller, Valerie Karnes, Cori Ratliff, Mary Retterer, Robert Villicana (student)

### **III. Approval of Minutes from Last Meeting – [February 21, 2008]**

The February 21, 2008, meeting minutes were forwarded via email to all College Council members for review and feedback. A hardcopy was distributed to the attending members. The February 21, 2008, meeting minutes was accepted with corrections and will be posted on the Intranet.

#### **Discussion Issues**

- a) **Institutional Student Learning Outcomes – Suzanne Ama**
- b) **Accountability Report for Community Colleges (ARCC) – Jill**
- c) **District Strategic Initiative D – Jill**

#### **Information Issues**

- a) **Human Services Program – Lisa**
- b) **Industrial Technician Program – Lisa**
- c) **Grade Submission Deadline Resolution - Lisa**

#### **Standing Committee Reports**

- a) Budget Development
- d) Professional Development
- e) Strategic Planning
- f) Facilities
- g) Technology Resource Team (TRT)

#### **Ad Hoc Committee/s**

- a) Participatory Governance Model Update

**Future Meeting Dates**

- a) Next Meeting – Thursday, April 17, 2008
- b) Fall Schedule

**Future Agenda Items**

**Adjournment**

Recorded by: Louise Farmer

Meeting Minutes Approved: February 21, 2008, meeting minutes approved on March 20, 2008.

# ***College Council***

## ***Meeting Agenda***

April 17, 2008

2:00 PM

**Type of Meeting:** College Council

**Meeting Facilitator:** Mary Retterer and Lisa Fuller

- I. Call to Order**
- II. Roll Call**
- III. Approval of Minutes from Last Meeting – March 20, 2008**
- IV. Discussion Issues**
  - a) Security Issue Update (Mary)**
- V. Information Issues**
  - a) Human Services Program – Lisa**
- VI. Standing Committee Reports**
  - a) Budget Development**
  - b) Professional Development**
  - c) Strategic Planning**
  - d) Facilities**
  - e) Technology Resource Team (TRT)**
- VII. Ad Hoc Committee/s**
  - a) Participatory Governance Model Update**
- VIII. Future Meeting Dates**
  - a) Next Meeting – Thursday, May 15, 2008**
  - b) Fall Schedule**
- IX. Future Agenda Items**
- X. Adjournment**

# ***Cerro Coso College Council***

## ***Meeting Minutes***

April 17, 2008

2:00 PM, Administrative Conference Room

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Lisa Fuller

### **I. Call to Order**

**Mary Retterer** called to order the regular meeting of the **College Council** at **2:06 PM** on **April 17, 2008** in the **Administrative Conference Room 214d**.

### **II. Roll call**

The following persons were present: Mary Retterer, James Fay, Kathy Salisbury, Yihfen Chen, Annette Moreau (student), Robert Villicana (student), Cori Ratliff, Jill Board

**III. Review Meeting Minutes:** The March 20, 2008, meeting minutes were forwarded via email to all College Council members for review and feedback. A hardcopy was distributed to the attending members. The March 20, 2008, meeting minutes was accepted and will be posted on the Intranet.

### **IV. Discussion Issues**

#### **a) Security Issue Update (Mary)**

A "Lockdown" dramatization entitled, "A Critical Incident: What would you do in the first 20 minutes?" was shown to the attending College Council members. This "lockdown" dramatization will be sent to every campus and will be shown on Flex Day.

- Plans are underway to conduct lockdown drills along with the law enforcement authorities, is slated for in fall 2008.
- The District has contracted person to create an Emergency Preparedness Plan.
- Dr. Retterer briefed the attending Council Members about Cerro Coso's own incident on April 13, 2008.

### **V. Information Issues**

#### **a) Academic Calendar Discussion (Mary)**

Copies of the materials from Academic Calendar discussion held on April 4, 2008 which included a Concept Paper, Academic Calendars, Scheduling, and Related Topics from Santa Monica College was

distributed. In addition the “The Influence of Term Length on Student Success” was distributed.

*Action Item:* Dr. Retterer will locate the updated materials and forward them to Cori for posting on intranet.

- b) Kitchen Health Code Status (Jill) – What is the Coyote Kitchen’s Health Code rating.

*Action Item:* Mary will ask Joann Handeland about Kitchen Health Code status, have it posted and then inform staff the action plan on addressing the issues, if any.

- c) Robert Villicana notified the College Council about non-working handicapped doors at specific locations in the building.

- d) Alumni Brick (Jim)

Jim announced that he is launching an alumni brick program. The bricks will be placed along walkways near LRC. The brick program is being opened up to the college staff and former alumnus.

## VI. Standing Committee Reports

- a) **Budget Development – (Mary)** Reviewed current status of state’s budget coming in late.

- Waiting to finalize the District revenue, so Cerro Coso can identify the percentage. Cerro Coso does have a balanced budget now by eliminating some things.
- Balanced Budget into District before graduation. Ready to submit a balanced budget and then make changes once revenue realized.
- Students slated to conduct protest on Monday, April 21, 2008, because of budget cuts at Congressman Kevin McCarthy’s Office.
- District picking up the tab for NISOD membership.
- Activities scheduled for the last week of May for Classified Employee week. BBQ on Thursday, hosted by Management Team.
- Facilities moving along well, fire inspector here last week, found some things need to be corrected. Need to do some remodeling on hood in kitchen. Going out to bid for Science Remodel, moving along.
- Strategic Planning in first year of planning, look at updates for next year.
- Distributed two documents of the latest proposal for “Code of Ethics”, accreditation required it. 2<sup>nd</sup> sheet is an explanation of some terms in “Code of Ethics”, Glossary of Terms Employee Code of Ethics”.

*Action Item:* College Council members review and make recommendations on any additional changes.

*Action Item: Mary will send “Code of Ethics” materials to Cori electronically.*

- New IT Director, coming in week of May 9,2008

- e) Professional Development
- f) Strategic Planning
- g) Facilities
- h) Technology Resource Team (TRT)

**VII. Ad Hoc Committee/s**

**a) Participatory Governance Model Update (Cori)**

The Council approved moving forward with finalizing the Participatory Governance Model (PGM).

*Action Item: Cori Ratliff will send out an electronic revised copy of PGM to College Council members once the final changes are made.*

**VIII. Future Meeting Dates**

- a) Next Meeting – Thursday, May 15, 2008
- b) Fall Schedule

**IX. Future Agenda Items**

**X. Adjournment**

The meeting adjourned at 3:25 PM.

Recorded by: Louise Farmer

Meeting Minutes Approved: March 20, 2008, meeting minutes approved on April 17, 2008.

# **College Council**

## **Meeting Agenda**

May 15, 2008

2:00 PM

**Type of Meeting:** College Council

**Meeting Facilitator:** Mary Retterer and Lisa Fuller

- I. Call to Order**
- II. Roll Call**
- III. Approval of Minutes from Last Meeting – April 17, 2008**
- IV. Discussion Issues**
  - a) Security Issue Update (Mary)**
- V. Information Issues**
  - a) General Science Program Review – (Lisa)**
  - b) Basic Skills Initiative Review (Corey)**
  - c) Report from Pedagogy and Technology Committee (Lisa)**
  - d) Schedule of Meeting for Next Year (Mary)**
  - e) Emergency Training 5/22 and other updates – (Mary)**
  - f) October Convocational (Gale)**
  - g) Academic Senate Resolution (Lisa)**

The Academic Senate requests that Administration provide an immediate emergency plan to serve until the college and district plans are in place.
- VI. Standing Committee Reports**
  - a) Budget Development**
  - h) Professional Development**
  - i) Strategic Planning**
  - j) Facilities**
  - k) Technology Resource Team (TRT)**
- VII. Ad Hoc Committee/s**
  - a) Participatory Governance Model Update**
- VIII. Future Meeting Dates**
  - a) Next Meeting – To be Identified**
  - b) Fall Schedule**
- IX. Future Agenda Items**

## **X. Adjournment**



# **Cerro Coso College Council**

## **Meeting Minutes**

May 15, 2008

2:00 PM, Administrative Conference Room

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Lisa Fuller

**I. Call to Order** – Mary Retterer, Gale Lebsock, Annette Moreau, Lisa Couch, Karen O’Connor, Corey Marvin, Shannon Bliss, Mike Barrett (via video), Jim Fay, Jill Board, Yihfen Chen, Pam Godfrey, Valerie Karnes, Cori Ratliff,

**Guest:** Deanna Campbell

**Presenters:** Dr. John Stenger Smith (General Science Program Review)  
Dr. Corey Marvin Basic Skills Initiative)

**II. Roll Call – 2:12 PM**

**III. Agenda Added:**

- **Academic Senate Resolution Regarding Safety: (Lisa)**
- **Report from Pedagogy and Technology Committee (Lisa)**
- **October Convocational (Lisa)**

**IV. Approval of Minutes from April 17, 2008**

The April 17, 2008, meeting minutes were presented for review and approval, in addition to being previously attached to an email for distribution. The April 17, 2008, College Council meeting minutes were accepted and will be placed on the Intranet for viewing.

**V. Discussion Issues**

- a) Schedule of meetings for next academic year

**VI. Information Issues**

- a) **Report from Pedagogy and Technology Committee (Lisa)**  
Worked with CIC to update course approval forms for distance educational needs. ITV and hybrid courses, going to new template this summer and coming up with new practices.
- b) **Academic Senate Resolution Regarding Safety (Lisa)**  
The Academic Senate passed a resolution for the College to develop an immediate emergency plan until the district emergency plan in place. Lisa shared the concerns of the faculty regarding security. Also, how do we bring adjunct faculty for in for

training? How are we going to get the word out? Faculty feel that faculty are not part of the discussions.

Dr Retterer shared:

- College Council viewed a “Lockdown” video at the April 14, 2008, meeting.
- the Safety Committee will reconvene in fall to review the safety plan
- preliminary training with the Ridgecrest Police Department is scheduled for next Thursday, May 22, 2008
- law enforcements use our facility to do training when we are not here They will work with us to see what their expectations are of us
- A “Lockdown” video was viewed by the College Council who were present at the April 14, 2008 meeting

Discussion ensued about responsibilities of Safety Committee and its chair. Mike Metcalf is the faculty representative on the Safety Committee and John Daly chairs Safety Committee.

*Action Item: Jill will disseminate most updated version of Cerro Coso Community College’s Emergency Preparedness Plan in lieu of not having district plan in time.*

*Action Item: The Emergency Preparedness Plan will be customize through the Safety Committee for our campuses. The System Codes need to be customized and make the terminology common.*

Yihfen Chen requested having Lockdown training.

c) **October Convocational (Lisa)**

Gale reported that the Budget Allocation Model (BAM ) Committee met on Tuesday, to review the preliminary budget allocation. Gale explained that this meeting is oriented toward people involved in the budget development process. The location is Cerro Coso on Friday, October 31, 2008, from 10:00 to 2:00 PM

d) **Basic Skills Initiative Update – Corey Marvin**

The Basic Skills Initiative (BSI) Committee has spent this semester doing self assessment. Dr. Marvin reviewed the history of basic skills at Cerro Coso, identifying a breakdown of the basic skills structure courses placing the basic skills classes in related subjects. Basic Skills was neglected, until about two years ago and now has a very high profile due to state level interest, and College Goal Strategic Plan II. The Strategic Planning Committee group needs meet to identify where exactly Cerro Coso stands from the self assessment. Next year, the College will need an over arching philosophy of how it will approach Basic Skills. A copy of the self assessment identifying expectations of students and lots of big overarching issues was distributed. Where does the BSI Committee go from here? Dr. Marvin requested the BSI Committee be a sub-committee of College Council. Also, a director is needed for the program. Dr. Marvin was the faculty director in a temporary capacity. Basic Skills currently functions, but not under any solid

foundation. There are administrative and organizational issues that group need to agree on. Perhaps Basic Skills be a more centralized structure. Evidence shows a centralized college department shows success of the program. 75 to 80% of students who enroll into college somehow benefit from basic skills. The Basic Skills program is expensive and vitally necessary.

Also, learn how to be students some of soft skills need to be part of program to ensure success. The overall philosophy of the Basic Skills Initiative is to have a cohesive approach to existential education. The need to serve all our students including online students. Dr. Marvin reviewed the goals identified by self assessment of the BSI Committee. It is a data-driven effort program to identify results. The results of self assessment were provided to the College Council. The results indicate that Basic Skills needs to be integrated into the departments.

*Action Item: The BSI Committee needs to identify where we are, and what we need to do? Makes difference to students and look at what we can do for our students?*

*Action Item: Corey agreed to give College Council a monthly update of Committee.*

e) **General Science Program Review** (John Stenger Smith)

John provided copies of General Science Program Review, approved by the Academic Senate a month ago. A copy of the PowerPoint presentation of the General Science Program Review as of May 15, 2008 was distributed to all constituents in attendance at the College Council meeting. The Program Review speaks of relevance, student demands, currency of curriculum, future needs, institution of curriculum, position requirements, and the biggest relevance is transfer, transfer students to upper level transfer courses. Discussion ensued about program logistics. The General Science Program Review is completed.

## **VII. Standing Committee Reports**

a) Budget Development – (Gale )

The Budget Development Committee (BDC) reviewed Cerro Coso's tentative 08-09 Budget estimates as of April 12, 2008, of which a copy was distributed to the College Council members present. The BDC met on April 15, 2008, to review every ones' budget requests. Gale reviewed the tentative budget with the Council followed by a question and answer. Gale announced that the budget is balanced with an estimated budget. Adjustments may be made as of May 14, 2008, the Governor's May Revise. A Tentative Balanced Budget, recommended by the Budget Development Committee, is going forward until we here further.

b) Professional Development

c) Strategic Planning

d) Facilities

e) Technology Resource Team (TRT)

f) Safety Committee

g) Basic Skills Committee

**VIII. Ad Hoc Committee/s**

- a) Participatory Governance Model Update (Cori Ratliff)
  - The final updated Participatory Governance Model 2007-2012, as of May 15, 2008, was distributed and emailed to council. The Council reviewed the Model and approved May 15, 2008. Great job Cori Ratliff! As we add committees, submit their mission of standing committees. The Participatory Governance Model will be available through the Intranet, under the About Cerro Coso section of Intranet.

**IX. Future Meeting Dates**

- a) Next Meeting: September 18, 2008
- b) The 2008-2009 College Council Meeting Schedule. All meeting are located in the Administrative Conference Room 214D unless otherwise notified, from 2:00 – 4:00 PM. The meeting dates, subject to change, were accepted by the College Council are listed below:

**2008**

*September 18, 2008*  
*October 16, 2008*  
*November 13, 2008*  
*December 4, 2008*

**2009**

*January 29, 2009*  
*February 19, 2009*  
*March 19, 2009*  
*April 16, 2008*  
*May 14, 2008*

**X. Future Agenda Items**

**XI. Adjournment**

The meeting adjourned at 4:08 PM.

# **College Council Meeting Agenda**

**September 18, 2008**

**2:00 PM**

**Type of Meeting:** College Council

**Meeting Facilitator:** Mary Retterer and Rachel Winston

## **I. Call to Order**

## **II. Roll Call**

## **III. Approval of Minutes from Last Meeting –May 15, 2008**

## **IV. Discussion Issues**

- a) **G-Mail Account for each Student (Mattina)**
- b) **League for Innovation in the Community College Innovation of the Year Award Guidelines (Retterer)**
- c)

## **V. Information Issues**

- a) **FTES (Retterer)**
- b) **How is Delay in State Budget Effecting CCCC? (Retterer)**
- c) **If or when the budget is tight, are there strategies we can use to better meet an increased demand in educational opportunities? (Retterer)**
- d) **KCCD Goals Established by the Board of Trustees (Retterer)**

## **VI. Standing Committee Reports**

- a) Budget Development
- e) Professional Development
- f) Strategic Planning
- g) Facilities
- h) Emergency Planning
- i) Technology Resource Team (TRT)

## **VII. Ad Hoc Committee/s**

- a) Participatory Governance Policy Update

## **VIII. Future Meeting Dates**

- b) Next Meeting
  - October 16, 2008
- c) Fall Schedule and Spring Meeting Schedule  
September 18, 2008    December 4, 2008    March 19, 2009

October 16, 2008      January 29, 2009      April 16, 2009  
November 13, 2008    February 19, 2009     May 14, 2009

**IX. Future Agenda Items**

**X. Adjournment**

# **College Council Meeting Meeting Minutes**

September 18, 2008

2:00 PM

**Type of Meeting:** College Council

**Meeting Facilitator:** Mary Retterer and Rachel Winston

## **I. Call to Order**

## **II. Roll Call**

Present: Mary Retterer, Al Skinner (student), Valerie Karnes, Dylan Mattina, Jill Board, Jim Fay, Shannon Bliss, Rachel Winston, Cory Ratliff, Gale Lebsock, Deanna Campbell

Welcome to Al Skinner, Dylan Mattina, and Rachel Winston, new this year to College Council!

## **III. Approval of Minutes from Last Meeting –May 15, 2008 – Postponed until next time.**

## **IV. Discussion Issues**

- a) **G-Mail Account for each Student (Mattina)** – All students are going to have Email accounts to facilitate faster email access, using Gmail. This email account will be more efficient and have more storage, junk and spam filters will work a lot better for students. It is a lifetime account, the College's communication with the students. Implementation slated for Spring 2009, with portal. Faculty will need to be trained. It is the only way CCCC communicates with the student. We are wanting to get away from the use of the moniker of "Gmail" and though Gmail is the backend technology that supports the student email system, that we would like to start referring to the system as simply student Cerro Coso mail, or student email. We want students to associate with Cerro Coso not Gmail. Students will be accessing their email through the Luminis portal.

*Action Item:* Add something in schedule regarding email account for students.

*Action Item:* Dylan will provide steps for students to transfer emails to personal account.

- b) **League for Innovation in the Community College Innovation of the Year Award Guidelines (Retterer)** – The Innovation of the Year Award is designed to recognize League college staff members who have designed and implemented a significant innovation. Each year the League recognizes "Innovation of the Year."

Only one award will be presented to each of the League Alliance member district or college. Each innovation will receive an appropriate certificate.

The Kern Community College District is part of the League Alliance for Innovation and the League Alliance has created an award along the lines of NISOD's, award, one winner from each college, for someone who is an innovator. Recommendations are due March 16, 2009, and the League will honor recipient in their way. Have college consider these submissions. Dr. Retterer would like to put together a small committee consisting of 2 faculty, 2 staff, and 2 managers, and present winners at May's Awards luncheon. How does the College Council feel about it? With College Council's permission I would like to get names from constituent groups. This is not limited to the IWV campus. Anything that awards innovation is a good thing. I'd like to put together a small group and let them run with it. This is not a governance committee.

## V. Information Issues

- a) **FTES (Retterer)**- handout of enrollment report from district, Tuesdays report indicated 122% increase over fall of 2007. State only funding 2% growth, the 2% is a district growth, we want to try to hold our growth steady and try to manage our growth. Also, combined sections with low enrollment. Marc Beam has revised the enrollment report to be consistent over the colleges. Dr. Retterer is convinced that our enrollment growth is not just temporary phenomenon.

**Handout of CCCC Headcount and FTES Estimates as of Sept 8, 2008**-Tammy pulled together a report similar to districts' report, indicating that enrollment is very strong and healthy. We anticipate saving money on marketing, looking at controlling and staying level.

**Deanna Campbell** – announced that she met with area superintendents they indicated that they would fund for sign printing and mailing of schedules.

- b) **How is Delay in State Budget Affecting CCCC? (Retterer)** – We don't have a budget, yet! The Governor is planning to veto the budget until we have a budget slow down spending. Restrict spending! We have already missed apportionments from July, August, and September, Gale reported. CCCC is hanging in, hold off on any purchase until we have cash in the bank.
- c) **If or when the budget is tight, are there strategies we can use to better meet an increased demand in educational opportunities? (Retterer)** – the budget isn't tight, it is cash that is tight. We have been able to use schedule maintenance in the past, using bond money for maintenance issue as opposed to bond money. We used scheduled money put away last year to replace AC Unit 6. The Unit is on its way and should get here Tuesday. We have to take care of what is behind the walls.
- d) **KCCCD Goals Established by the Board of Trustees (Retterer)** – handout of the Board of Trustees goals, supporting the district strategic plan. It is a Roadmap of a



lot of things we are doing. Gale made emphasized to Goal #4 (Improve fiscal stability by maintaining a balanced budget and incrementally increase the District-wide unrestricted contingency reserve (excluding college carryover) to at least 10%), that is what has allowed the college to survived. The college has a healthy reserve because it keeps us afloat. It is working!

- e) **Flex Day Schedules** – (Fay) – picked up Bakersfield College Renegade Ripp, there was an ad about National University., More colleges going into flex schedules, with hope the Cerro Coso will implement by next fall. Our competitors out there and we need to compete with other institutions. Something we need to think about for the future success of the college.
  
- f) **Luminis** (Cory) Luminis organizational meetings are starting next week. We will be discussing what exactly what we want to bring into Luminis. How do we want to organize it which includes district wide discussions, organizational and logistics for Luminis? Each college is branded differently. Cory and Dylan will coordinate it over all three colleges. Luminis is a huge resource to students, faculty and staff.

## VI. Standing Committee Reports

- a) **Budget Development** (Gale) – no report  
Gale reported that as soon as the budget is released the Budget Development committee will get together to fund projects etc.
  
- g) **Professional Development** – the money carried over; need to organize group organized activities with no cost until we know what our budget is.
  
- h) **Strategic Planning** (Mary) – we developed a strategic plan two years, this is the year we look at it to identify what we have done and tweak our Strategic Plan. We need to tie it in with accreditation; this is the year we have to write the special report for accreditation. Hoping to take it to Board in September for approval. Just a report due not a visit! Our next visit should be 2012.
  
- i) **Facilities** – The Science Modernization Project officially began September 15, 2008. The Project will be completed in July 2010. The Fine Arts Remodel is scheduled to start in spring 2009. The Main Building Modernization is on indefinite hold due to the fact that the statewide bond will not be on the ballot in November 2008 or 2009. This will set us back a couple of years in the process.
  
- j) Proceeds from surplus auction was approximately \$10,000, eliminate much unwanted and not needed items. We sold the bus! Verifying to see if we can continue to sell things even though auction is over.
  
- k) **Emergency Planning** – Safety Committee, consisting of Kathy Salisbury, Mike Metcalf, Steve Busby, John Daly, and Mary Retterer, have met. The Emergency Plan has gone through all its edits; hopefully we'll have a copy to view at end of

month. The Emergency Plan will include general procedures district wide, and specific to each site are the contacts, power utility, etc. Karen Sallee is collecting the information, we should then have customized, then we need to organize how to implement and plan a basic evacuation drill and lockdown drill. Human Resources are following up on taking Incident Command System (ICS) 101 training.

- l) **Technology Resource Team (TRT)** = Dylan –have not met yet, still waiting for information as to who is serving. Once Team is identified I will contact the group and organize a meeting ASAP.

## VII. Ad Hoc Committee/s

- a) **Participatory Governance Policy Update** – the model is posted on the website and intranet and is available to the college community.

## VIII. Future Meeting Dates

### b) Next Meeting

- October 16, 2008

### c) Fall Schedule and Spring Meeting Schedule

<del>September 18, 2008</del>	December 4, 2008	March 19, 2009
October 16, 2008	January 29, 2009	April 16, 2009
November 13, 2008	February 19, 2009	May 14, 2009

## IX. Future Agenda Items

### X. Announcements

**Rachel** – discussed Student Learning Outcomes (SLO) and how fast it needs to be addressed, and its expectations. Is there a necessity to have everything completed by fall? It is an enormous amount of work and pressure is getting to the faculty. Faculty are spending so much time, and they feel like they are not able to do their job by doing this process. The Accrediting Commission brought to our attention that we need to show year's worth of work. Just something we just have to do! How can you show the assessments in a cycle on SLO, so that it is in a cycle? It is serious for our students to keep our accreditation. Contact Suzie Ama if taking issues with the process. We simply have to get it done! The Federal government is looking for accountability. The Hammer is now down! This is not new. The states and federal are saying Show us proof or turn it over to the Feds. Revising 300 classes in 6 weeks. Faculty want to make sure they are doing it well. Please see Dennis to see if SLOs already updated and revised.

**Cory** – are we going to be doing welcome back luncheon and service awards? Star Party got scheduled so early welcome back put behind. Tasked to Professional Development group. Cory will now contact Margaret Hunter regarding Welcome Back!

**Al Skinner** – take longer to get degree because all classes he wants to take on same day, same night. Recommend he speak with Larry Board about scheduling of classes.

Machine tool is being taught at Burroughs High School. Art being used as swing space.

**Dylan** – expressed, what can he do for us as IT Director?

There are still constituent representative openings from faculty, CTE Rep, Academic Rep, Counselor Rep, Member at Large rep, please let us know what names so we can contact them about attending College Council meetings.

Student Ambassadors assisting with Star Party, along with student government. Tickets in Business Office sold out, and we'll sell a lot of tickets at the door.

**Mary-** There is going to be a great gathering tomorrow night at the Star Party!

## **XI. Adjournment**

The meeting adjourned at 3 39 PM.

# **College Council Meeting**

## **Agenda**

**September 18, 2008**

**2:00 PM**

**Type of Meeting:** College Council

**Meeting Facilitator:** Mary Retterer and Rachel Winston

### **I. Call to Order**

### **II. Roll Call**

### **III. Approval of Minutes from Last Meeting –May 15, 2008**

### **IV. Discussion Issues**

- a) **Computing and Network Use Policy [ Policy 3E1] (Mary)**
- b) **Computing and Network Use Prohibitions [Procedure 3E1C] (Mary)**
- c) **College Computing and Network Use Procedures [Procedure 3E1F] (Mary)**
- d) **Information Technology Security Policy [Policy 3E4] (Mary)**

### **V. Information Issues**

- a) **[Description of Item]**
- b) **[Description of Item]**
- c) **[Description of Item]**

### **VI. Standing Committee Reports**

- a) Budget Development
- d) Professional Development
- e) Strategic Planning
- f) Facilities
- g) Technology Resource Team (TRT)

### **VII. Ad Hoc Committee/s**

- a) Participatory Governance Policy Update

### **VIII. Future Meeting Dates**

- b) Next Meeting
  - October 16, 2008

#### **c) Fall Schedule and Spring Meeting Schedule**

September 18, 2008	December 4, 2008	March 19, 2009
October 16, 2008	January 29, 2009	April 16, 2009

November 13, 2008   February 19, 2009   May 14, 2009

**IX. Future Agenda Items**

**X. Adjournment**

# ***Cerro Coso College Council***

## ***Meeting Agenda***

October 16, 008

2:00 PM

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Rachel Winston

### **I. Call to Order**

### **II. Roll Call**

### **III. Approval of Minutes from Last Meeting – [Date]**

### **IV. Discussion Issues**

- a) Smoke Free Campus (Mary)
- b) Community College Survey of Student Engagement” (CCSSE) (Jim/Jill)
- c) Faculty Hiring Requests (Rachel)

### **V. Information Issues**

- a)

### **VI. Standing Committee Reports**

- a) Budget Development
- b) Accreditation Update
- b) Professional Development
- c) Strategic Planning
- d) Facilities
- e) Emergency Planning
- f) Technology Resource Team (TRT)

### **VII. Ad Hoc Committee/s**

### **VIII. Future Meeting Dates**

- b) Thursday, November 13, 2008

c) Meeting Schedule

**2008**

~~September 18, 2008~~

October 16, 2008

November 13, 2008

December 4, 2008

**2009**

January 29, 2009

February 19, 2009

March 19, 2009

April 16, 2008

May 14, 2008

**IX. Future Agenda Items**

**X. Adjournment**

# **Cerro Coso College Council**

## **Meeting Minutes**

October 16, 008

2:12PM

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Rachel Winston

### **I. Call to Order**

**Present:** Mary Retterer, Dylan Mattina, Deborah Ernst, Henry Yglesias (student), Al Skinner (student), Shannon Bliss, Deanna Campbell, Rachel Winston

**Guest:** Joann Clark, Director of Public Information, Facilities Development, and Alumni Relations

**Absent:** Mike Barrett, Cori Ratliff, Pam Godfrey, Jill Board, Gale Lebsock, Jim Fay, Valerie Karnes, Kathy Salisbury

### **II. Roll Call**

### **III. Approval of Minutes from Last Meeting – [Date]**

### **IV. Discussion Issues**

- a) Smoke Free Campus (Mary) – a proposal was made to make Cerro Coso Community College smoke free campuses. Many colleges and universities throughout the country have smoke free campuses. The Council's consensus was to conduct a student survey for smoke free campuses. Al Skinner, the Associated Student Board President, will conduct a survey with students, and bring the results back to the College Council.

Eastern Sierra College Center's Mammoth Lakes campus now has a 20 ft. smoking restriction clearance from its campus.

**Action Item:** *Al Skinner will conduct a student survey regarding smoke free campuses and return the results to the College Council.*

- b) Community College Survey of Student Engagement (CCSSE) (Jim/Jill) – Postponed
- c) Faculty Hiring Requests (Rachel) – The Academic Senate brought forward five (5) faculty (Science, Counselor, Child Development, Physical Education, and Computer Science) recommendation requests. Some faculty are so busy that



he/she were not available to submit a request for faculty. The Academic Senate's main concern is not being at the same FTFO as 5 years ago. A number of faculty members have expressed overloaded commitments serving on 5 to 8 committees. There is not enough faculties to support all the committee needs. All faculty want to support the college, but they are about at their limit at what they can do, comparing themselves to Bakersfield College. Rachel will submit paperwork to Mary for Chancellor. Shannon Bliss, as CCA representative, also hears that some faculty are ready to leave CCCC because of the overload of work.

***Action Item:*** Rachel Winston will submit the paperwork for the request for the 5 faculty, recommended by the Cerro Coso Community College, Academic Senate, to the President.

***Action Item:*** Mary will bring forward faculty recommended by Academic Senate to Chancellor.

## V. Information Issues

### a) **3<sup>rd</sup> floor Construction Report** – (Joann Clark)

A copy of the Facilities Planning Update, as of October 16, 2008, was distributed giving updates on the Science Modernization Construction Project, Fine Arts Modernization, and Student Center Remodel.

It was identified that the 3<sup>rd</sup> floor Men's Room toilet has been out of operation for some time.

The Information Technology staff has installed the wireless equipment to make the third floor wireless. The faculty is happy.

***Action Item:*** Joann will contact maintenance to see about the repair of the third floor Men's Room toilet.

***Action Item:*** Joann will communicate, via email, construction updates, on a regular basis to the staff.

The areas affected by swing space are Counseling, Switchboard, President's Office, PIO Office, Human Resources Office, Academic Affairs' Office, and Special Services for approximately 3 months until Phase I is complete. However, Special Services will remain in their space for approximately three to four years.

## VI. Standing Committee Reports

- a) **Budget Development** – The state of California is at a 3 to 5 billion dollar shortfall.
- b) **Accreditation Update** – Cerro Coso will begin writing its update in the spring
- c) **Professional Development** – no report
- d) **Strategic Planning** – no report

- e) Emergency Action Planning (EAP) – a draft of Emergency Action Plan for CCCC was distributed. Dr. Retterer asked the College Council to review to correct mistakes. The basic recommendations are the same across the district. Look at and get ideas of where we are and what is going on. Look at building and where you are and picture if the document is correct in saying where you are.
- A set of stairs changes was submitted to Dr. Retterer after carefully reviewed plans and the Safety Committee is reviewing for processes.
  - The EAP functional document will be bulleted, in lieu of numbers
  - The EAP Policy will be organized by numbers
  - Mike Metcalf, suggested color coded events. The colors will identify the emergency incident, for easy visual access. The EAP will eventually be placed in Board Policy. The document tells you we are moving in the right direction.
- f) Technology Resource Team (TRT) – A tentative TRT meeting has been scheduled for Tuesday, October 21, 2008. The TRT Team consists of Shannon Bliss, Sara Brown, Lucila Gonzalez Cirre, Matt Hightower, Valerie Karnes, Debbie Kilburn, and Dylan Mattina.

## VII. Ad Hoc Committee/s

## VIII. Future Meeting Dates

- Thursday, November 13, 2008
- Meeting Schedule

### 2008

~~September 18, 2008~~  
~~October 16, 2008~~  
 November 13, 2008  
 December 4, 2008

### 2009

January 29, 2009  
 February 19, 2009  
 March 19, 2009  
 April 16, 2008  
 May 14, 2008

## IX. Future Agenda Items

## X. Adjournment

The meeting adjourned at 3:15 PM.

# **College Council Meeting Agenda**

**November 13, 2008**

**2:00 PM**

**Type of Meeting:** College Council

**Meeting Facilitator:** Mary Retterer and Rachel Winston

**I. Call to Order**

**II. Roll Call**

**III. Approval of Minutes from Last Two Meetings –September 18 and October 16, 2008**

**IV. Discussion Issues**

- a) Fund Raising—Jim Fey

**V. Information Issues**

- a) Industrial Technology Program—Valerie Karnes
- b) Budget Update—Dr. Retterer
- c) Basic Skills—Corey Marvin

**VI. Standing Committee Reports**

- a) Budget Development
- a) Professional Development
- b) Strategic Planning
- c) Facilities
- d) Emergency Planning
- e) Technology Resource Team (TRT)

**VII. Ad Hoc Committee/s**

- a) Participatory Governance Policy Update

**VIII. Future Meeting Dates**

- b) Next Meeting
  - December 4, 2008

c) Fall Schedule and Spring Meeting Schedule

<del>September 18, 2008</del>	December 4, 2008	March 19, 2009
<del>October 16, 2008</del>	January 29, 2009	April 16, 2009
<del>November 13, 2008</del>	February 19, 2009	May 14, 2009

**IX. Future Agenda Items**

**X. Adjournment**

# **Cerro Coso College Council Meeting Minutes**

November 13, 008

2:00-4:00PM

**Type of Meeting:** Regularly Scheduled College Council Meeting

**Meeting Facilitator:** Mary Retterer and Rachel Winston

## **I. Call to Order**

**Present:** Mary Retterer, Rachel Winston, Jim Fay, Jill Board, Deb Ernst, Dylan Mattina, Al Skinner, Kathy Salisbury, Pam Godfrey, Shannon Bliss

**Guest:** Corey Marvin, Basic Skills Committee

**Absent:** Mike Barrett, Cori Ratliff, Gale Lebsock, Valerie Karnes, Deanna Campbell, Karen O'Connor

## **II. Roll Call**

**III. Approval of Minutes from Last Two Meetings – September 18, and October 16, 2008.** The minutes for September 18<sup>th</sup> were approved with one spelling correction. The minutes for October 16<sup>th</sup> were approved with one correction on attendees.

## **IV. Discussion Issues**

Fund Raising(Jim Fay) – Dr. Fay provided information on several ideas he has for fund raising that could help during the tight economic situation faced by Cerro Coso. Some of them are listed below:

- 1% Club—this is a fund raiser in which faculty, staff, and administrators would pledge 1% of their salary as a contribution to the college.
- Brick Program—a fund raiser in which people would pay \$50.00 or more per brick to be placed on the wall. It could begin with asking the alumni.
- Denim and Diamonds Night—this is a fund raiser in which local jewelers would be asked to “rent” diamond jewelry for a specified evening.
- Identification of individuals/companies in the community who normally donate and try to get Cerro Coso’s name at the top of their list.
- Beef up the college Foundation Board
- Joint fund raisers with other community groups.

## **V. Information Issues**

a) Industrial Technology Program (Valerie Karnes) – Valerie Karnes was unable to attend the meeting so Dr. Fay provided information in her absence. Committee members were provided a handout of the Industrial Technology Program that has been submitted and approved by CIC. Next, the

Program will be submitted to Region IX for approval and then on to the State for final approval.

The first course is being taught this semester and has an enrollment of 57 students. The committee agreed to support the Industrial Technology Program.

The Industrial Technology Program was appropriately reported and received with approbation.

b) Budget Update (Dr. Retterer)—

It is estimated that Kern Community College is looking at an approximate 9% mid-year budget reduction. Cerro Coso's portion of that amount will be somewhere between \$900,000 and \$1.7 million. However, 105 FTS were added to Cerro Coso by Sean James after a review of the data submitted. We do not know how that will affect Cerro Coso's budget until all the dust settles. It is anticipated that Cerro Coso will have to address approximately 75% of the cut via spending cuts and the other 25% could be covered by reserves.

The college should also anticipate a per unit fee increase to \$26.00/unit effective for the Spring 2009 semester, followed by an increase to \$30.00/unit for Fall 2009. The Council discussed what Cerro Coso can do, if anything, to minimize the effect of the increased per unit cost on enrollment. What did the college learn from the 2002 cost increase and its affect on enrollment? Were the different campuses all affected the same or differently? It was mentioned that it is extremely important to clarify to the community that the State is making the increase, not the college.

Dr. Retterer expects to know more after November 21, 2009; she will be attending the Community Colleges of California League conference.

c) Basic Skills Program Update (Corey Marvin)—

Corey Marvin attended the meeting and provided Council members with a handout of the Basic Skills annual review statement. The statement included the Basic Skills Mission Statement, Definition of Successful Developmental Education at Cerro Coso, Statement of Annual Review, and the Program Proposal.

The Basic Skills Committee is recommended the forming of a Basic Skills Department with its own chair, budget, and resource support. It was also recommended by a Council member that if Basic Skills is going to be a separate department, it would be better to have a chair and another individual who would function as the college-wide coordinator/director.

Council members were informed that the Gates Corporation announced that money would be made available for Basic Skills funding. It was recommended that Cerro Coso should pursue the idea of securing a grant for additional funding. State funding status is unknown due to the current economic issues at hand.

## Standing Committee Reports

- a) Budget Development (Gale Lebsock) – No meeting was scheduled, hence no report.
- b) Professional Development – no report
- c) Strategic Planning – Cerro Coso must revise/update the Strategic Plan and submit to the Board prior to the June Board meeting.
- d) Facilities—Progress continues on the 3<sup>rd</sup> floor re-model. Bids for the Art remodel should be in by the end of January 2009.
- e) Emergency Action Planning (EAP) –A “table-top” earthquake drill was conducted on November 13, 2008 in conjunction with the rest of southern California.
- f) Technology Resource Team (TRT) – A tentative TRT meeting has been scheduled for Tuesday, November 18, 2008 between 9:00-10:00 AM in the LRC733. The TRT Team consists of:

Lucila Gonzalez-Cirre	<a href="mailto:lcirre@cerrocoso.edu">lcirre@cerrocoso.edu</a>	384-6121	Interactive Television
Shan He	<a href="mailto:hshan@cerrocoso.edu">hshan@cerrocoso.edu</a>	384-6335	Student Services
Matt Hightower	<a href="mailto:mhightow@cerrocoso.edu">mhightow@cerrocoso.edu</a>	924-1600, 872-5312	Distance Education
Jeremy Horton	<a href="mailto:jhorton@cerrocoso.edu">jhorton@cerrocoso.edu</a>	384-6173	Desk-side operations
Dylan Mattina	<a href="mailto:dmattina@cerrocoso.edu">dmattina@cerrocoso.edu</a>	384-6159	Administration, TRT Chair
Dan Johnson	<a href="mailto:johnsond@cerrocoso.edu">johnsond@cerrocoso.edu</a>	384-6156	Network Administration
Debby Kurti (formerly Kilburn)	<a href="mailto:dkilburn@cerrocoso.edu">dkilburn@cerrocoso.edu</a>	384-6171	Transfer Education
Karen O'Connor	<a href="mailto:kconnor@cerrocoso.edu">kconnor@cerrocoso.edu</a>	384-6172	Career Technical Education
Cori Ratliff	<a href="mailto:cratliff@cerrocoso.edu">cratliff@cerrocoso.edu</a>	384-6177	Web Services
Frank Roberts	<a href="mailto:stalray@gmail.com">stalray@gmail.com</a>		Student

## VI. Ad Hoc Committee/s

- Participatory Governance Policy Update—this item should be removed from the agenda. The Participatory Governance Policy document has been completed and Cori Ratliff has the final document.

## **VII. Future Meeting Dates**

## **VIII.**

- Thursday, November 13, 2008
- Meeting Schedule

### **2008**

*September 18, 2008*

*October 16, 2008*

*November 13, 2008*

*December 4, 2008*

### **2009**

*January 29, 2009*

*February 19, 2009*

*March 19, 2009*

*April 16, 2008*

*May 14, 2008*

## **IX. Future Agenda Items**

## **X. Adjournment**

The meeting adjourned at 3:30 PM.

Recorder: Kathy Salisbury

# ***Cerro Coso College Council***

## ***Meeting Agenda***

December 4, 2008

2:00 PM

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Rachel Winston

### **I. Call to Order**

**Present:** Mary Retterer, Rachel Winston, Jim Fay, Jill Board, Deb Ernst, Dylan Mattina, Al Skinner, Kathy Salisbury, Pam Godfrey, Shannon Bliss

**Guest:** Corey Marvin, Basic Skills Committee

**Absent:** Mike Barrett, Cori Ratliff, Gale Lebsock, Valerie Karnes, Deanna Campbell

### **II. Roll Call**

### **III. Approval of Minutes from Last Meeting – [November 13, 2008]**

### **IV. Discussion Issues**

- a)
- b)

### **V. Information Issues**

- a) Academic Calendar (Rachel Winston)
- b)

### **VI. Standing Committee Reports**

- a) Budget Development
- b) Accreditation Update
- c) Professional Development
- d) Strategic Planning
- e) Facilities
- f) Emergency Planning
- g) Technology Resource Team (TRT)

### **VII. Ad Hoc Committee/s**

- a) Participatory Governance Policy Update

### **VIII. Future Meeting Dates**



- a) Next Meeting
- b) Meeting Schedule

**2008**

~~September 18, 2008~~

~~October 16, 2008~~

~~November 13, 2008~~

December 4, 2008

**2009**

January 29, 2009

February 19, 2009

March 19, 2009

April 16, 2008

May 14, 2008

**IX. Future Agenda Items**

**X. Adjournment**

# ***Cerro Coso College Council***

## ***Meeting Minutes***

December 4, 2008

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Rachel Winston

### **I. Call to Order - 2:05 PM**

### **II. Roll Call**

**Present:** Mike Barrett, Rachel Winston, Jim Fay, Jill Board, Deb Ernst, Dylan Mattina, Al Skinner, Kathy Salisbury, Pam Godfrey, Gale Lebsock, Valerie Karnes, Frank Roberts, Karen O'Connor

**Guest:** None

**Absent:** Shannon Bliss, Mary Retterer, Cori Ratliff, Deanna Campbell

### **III. Review of Agenda December 4, 2008**

**IV. Approval of Minutes from Last Meeting – [November 13, 2008] –** The November 13, 2008, College Council meeting minutes were approved and accepted with changes.

### **V. Discussion Issues**

### **VI. Information Issues**

- a) **Academic Calendar** (Rachel Winston) a copy of the Academic Senate approved 2009-2010 Academic Calendar was presented to the College Council for review and discussion. The 2009-2010 Academic Calendar was approved to coincide with our sister colleges with the exception of Spring Break. Cerro Coso's Spring Break coincides with the Sierra Sands Unified School District to better serve our students. Veterans' Day Holiday will be observed on Wednesday, November 11, 2009, and other changes include a 5-week intersession for classes, such as trips, online, PE, and CNA practical classes, etc. A 12-week summer session is still scheduled, allowing for flexibility in offering 6, 8, or 12 week classes. It is hoped that the Director of Eastern Sierra College Center (Bishop/Mammoth), the Faculty Director at Kern River Valley, and Dr. Retterer will discuss with the feeder schools our academic calendar for a better calendar alignment and to better serve our students. The 2009/2010 Academic Calendar was appropriately reported and received with approbation.

- b) **KCCD 2008/09 Mid-Year & 2009/10 Apportionment Reduction Analysis** – With the currently proposed reduction of \$332.2 million to community colleges, it is estimated that the Kern Community College District (KCCD) is looking at mid-year budget reductions of over \$6 million. Our current KCCD allocation model does not allocate current year anticipated growth money as we have done in the past. However, we receive funding, up to a growth limit (5.3% for 08/09) in the year the FTES is achieved. Therefore, the Board of Trustees has agreed to fund the shortfall up to the amount of anticipated growth revenue for 08/09 – approximately \$4.5 million. This leaves about \$1.8 million for the colleges to cover from reductions. Cerro Coso College’s share of that is \$246,412. Gale indicated that we did not use the COLA that was previously allocated plus there is breakage from the KRV/SK Director position that will not be hired this year. There was also an allocation increase of \$30,000-\$35,000 that was added to CC after we prepared our “final” budget. These amounts, together with a reduction from utility accounts will cover the 08/09 year with no further reductions. However, as we move to 09/10, KCCD will potentially be facing an additional \$4.3 million reduction. Cerro Coso College’s share will be about \$730,000. This will be in addition to this year’s reduction, so we are looking at close to \$1 million in reduction next year over where we are right now. This size of reduction will require systemic changes. Besides the existing venues for gathering feedback to the budget (College Council, Academic Senate, Classified Senate, etc.) there is a plan to add a budget session to the January 2009 Flex Day where all employees can come together to discuss our budget situation and provide feedback/suggestions on areas in which we can make changes so we solve our budget shortfall. It was emphasized that these numbers are all based on current assumptions and that they are subject to change based on the final 08/09 budget from the legislature. Also, these numbers assume that the general unrestricted fund will absorb all the reductions. It has yet to be decided whether categorical funds will be impacted by the mid-year reductions.

## VII. Standing Committee Reports

- a) **Budget Development** – (Gale Lebsack) The Budget Development committee met this week to identify how to address the reduction. Gale reported that she believes that Cerro Coso is comfortably covered for the 08-09 mid-year reductions, but the 2009-2010 budget reductions will increase by approximately \$400,000 plus, in addition to the \$246,412 reduction for 08-09. The KCCD 09-10 Maximum District Wide Reserves available to KCCD is \$4, 292,543.

The Budget Development committee recommended a college wide budget presentation to address the budget reductions, the morning of January 2009’s flex-day activities, asking the college community for suggestions about how to address the upcoming reductions. Cerro Coso is looking at other revenue streams. Since the KCCD Board has committed to offset whatever our portion of the \$4.5 million

is in reductions, this year, there will be no mid-year cuts, but going into next year, there are potentially additional cuts which will be reflected on to the colleges. All of the assumptions will come from the general unrestricted funds. All the assumptions are based on the worst-case scenario.

- b) **Accreditation Update** – no report
- c) **Professional Development** – The Professional Development Committee voted to fund the Friday, November 21, 2008, POD Casting and ITv presentation.
- d) **Strategic Planning**- The Committee has not met yet.
- e) **Facilities Development Report as of December 4, 2008**

**Science Modernization – Phase I**

The Science Modernization project is 15% complete.

Phase 1 report... structural steel, unitstrut system, fireproofing are complete. Rough in electrical is at 45% Framing is at 60%. Fire sprinkler system is at 85%. Next week the contractor will begin HVAC construction. Anticipate finish framing and finish electrical rough in and start the roof penetration to facilitate the installation of the new unit.

**Fine Arts Modernization**

Anticipate a March 2009 bid opening. Anticipate the architects meeting with the Department of State Architects for plan back checking prior to the end of December.

**Student Center Modernization**

Design drawings are complete. Preliminary plans and budget will now be developed.

- f) **Emergency Planning** – Dr. Fay reported that he and John Daly conducted a gas and water cut off walk around. John Daly attended the City of Ridgecrest meeting to discuss outcome of the “Great California Shake”.
- g) **Technology Resource Team (TRT)** – met Tues November 18, 2008.

**VIII. Ad Hoc Committee/s**

**IX. Future Meeting Dates**

- a) Next Meeting - January 29, 2009

b) Meeting Schedule

**2008**

~~September 18, 2008~~

~~October 16, 2008~~

~~November 13, 2008~~

~~December 4, 2008~~

**2009**

January 29, 2009

February 19, 2009

March 19, 2009

April 16, 2008

May 14, 2008

**X. Future Agenda Items**

**XI. Adjournment** – The meeting adjourned at 2:54 PM.

Recorder: Louise Farmer

# **Cerro Coso College Council**

Meeting Agenda

January 29, 2009

2:00 PM

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Rachel Winston

## **I. Call to Order**

## **II. Roll Call**

## **III. Approval of Minutes from Last Meeting – [December 04, 2008]**

## **IV. Discussion Issues**

- a) Smoking Signs (Frank Roberts, Student)
- b)

## **V. Information Issues**

- a) Student One Card Solution Presentation (Board)
- b)

## **VI. Standing Committee Reports**

- a) Budget Development
- b) Accreditation Update
- c) Professional Development
- d) Strategic Planning
- e) Facilities
- f) Emergency Planning
- g) Technology Resource Team (TRT)
  - College Forms Management/Standardization (Cori Ratliff)
  - CCCC In-House Training Center

## **VII. Ad Hoc Committee/s**

- a) Participatory Governance Policy Update

## **VIII. Future Meeting Dates**

- a) Next Meeting – Thursday, February 19, 2009, 2:00 PM Admin Conf Room 214D
- b) Meeting Schedule

## **IX. Future Agenda Items**

## **X. Adjournment**

# ***Cerro Coso College Council***

## ***Meeting Minutes***

January 29, 2009

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Rachel Winston

### **I. Call to Order**

**Present:** Pam Godfrey, Cori Ratliff, Gale Lebsock, Jill Board, Al Skinner, Frank Roberts, Valerie Karnes, Deanna Campbell (via telephone), James Fay, Tammy Eberhardt, Dylan Mattina, Kathy Salisbury, Shannon Bliss, Rachel Winston, Karen O'Connor

**Guest:** Pam Clark, Dustin Weaver, Kern Schools Federal Credit Union  
Joann Spiller, Director, Financial Aid and Scholarships

**Absent:** Mary E. Retterer

### **II. Roll Call**

### **III. Approval of Minutes from Last Meeting – [January 29, 2009]**

### **IV. Discussion Issues**

- a) Smoking Signs (Frank Roberts, Student) – Frank Roberts, reported that after the ASCC Executive Board had a conversation with the students regarding a “smoke free” campus the students completely rejected that idea. The other discussion ensued about smoking areas and identifying the smoking locations. Frank researched previous Campus Communicators, providing a copy to the Council, identifying several editions where smoking areas were discussed. But, many of the identified smoking areas location have gotten convoluted, some locations added, etc. Discussion ensued about the identified smoking areas and the Council agreed that the 2007 meeting minutes supersedes previous school regulations. The Council also discussed the current Non Smoking signs are being removed and smoking areas are being set up those areas. Frank requested more permanent Non Smoking sign. The Council also discussed the enforcement of the College’s non smoking regulations. Currently enforcement of the non smoking designated area is problematic. Jill reported that Dr. Retterer is beefing up campus security, and with the security guards responsibilities we can add his/her



responsibilities the enforcement of smoking and non-smoking areas. The next step is for the College Council to decide where the designated smoking area/s location/s. Once decided, Cori Ratliff will place the information on the College's website, identifying those areas, so that when students check out the College's website, that information will be upfront. Jill asked Frank to return to the students and take recommendations as to whether they would like one smoking area or multiple areas, keeping in mind the College's regulations of the 30 feet rule from the entrances.

***Action Item:** Frank Roberts will take the information shared in College Council about the Smoking/Non Smoking areas to the students, request recommendations from the students whether they would like one or multiple smoking locations and bring the feedback back to the College Council.*

***Action Item:** Once the Smoking Locations are identified, Cori Ratliff will place those areas on the College website.*

***Action Item:** Request that the additional security be responsible for policing the smoking areas and enforce the regulations.*

## **V. Information Issues**

- a) Student One Card Solution Presentation (Pam Clark & Dustin Weaver)  
Prefacing the Student One Card Solution Presentation, Jill Board provided a brief history of the One Stop Solution, as to, how it got started, why it got started, and where we are with the program. Joann Spiller, Director of Financial Aid and Scholarships, is providing full exposure of the "One Stop Solution" program to all financial aid students by use of flyers and financial aid presentation to the students at all the sites.

Ms. Pam Clark and Mr. Dustin Weaver, representative from the Kern Schools Federal Credit Union, presented the "One Card Solution" program, providing information about what the program provides to students and staff, including a photo identification, savings and checking account, access to the ATM, etc.

- b) Budget Information – Rachel Winston  
Rachel Winston budget information discussed in the District Consultation Committee (DCC), identifying that Community Colleges will fare much better than colleges and universities, potentially receiving a 3% growth for next year, no COLA, student fees increases are still on the table for discussion. A Budget report was presented to the DCC through 2013. It appears that the District will potentially have enough in reserve to compensate shortages anticipated through 2013.

Discussion ensued about the state, district, and college budgets. How is over capped FTES that isn't funded. All three colleges have exceeded the 5.3% cap. Next year now that we know we have exceeded our FTES, we can build spring

differently. Enrollment Management, Discussion ensued about enrollment, FTES targets and caps and funding corrections for online classes,

## VI. Standing Committee Reports

- a) Budget Development – Gale
  - Mid Reductions, did not pass legislature,
- b) Accreditation Update – Rachel
  - This year, because of our warning status, in which now we are off warning, Cerro Coso has a Mid-year and Special Report due, both in October. The Mid-year report we would have to do anyway, but the Special Report because we were on warning status we have to account for information and prove that Cerro Coso is continuing to do what we say we are doing identified in our Action Plans. Time line for completion is scheduled for spring 2009. These reports will be presented to the Board of Trustees at the August. Committees have to be organized to do the leg work.

*Action Item: Organize Committees for address action plans for Mid-Term and Special Reports.*

- c) Professional Development – no report
- d) Strategic Planning – Dr. Retterer pushed out a rubric what our strategy of the strategic initiative is, be aware that that this is coming. She is going to pull together another group to address and develop another two year strategic plan. Our strategic plan is tied to the District Strategic Plan. Chancellor Serrano really wants the college to tell her what we want to support. 2 Strategic Initiatives are being submitted by James Fay under the auspicious of fund raising. One is for Contract Education, and the other is “One Book, all Campuses” for all staff and students.
- e) Facilities – On Monday, March 23<sup>rd</sup>, the first day of spring break, many office have ten (10) working days to move their our operations to swing space, some of those spaces include counseling, (not the Transfer Center) Academic Affairs, the President’s Office, PIO, Switchboard. Shannon Bliss requested more information about the swing space configuration.

*Action Item: Jill Board will see that Shannon Bliss requested more input on the swing space configuration project.*

- f) Emergency Planning – There was a surprise fire drill yesterday (January 28, 2009)! The fire drill process still needs to be refined. Emergency Alert software program and enrollment management software working on getting it running, The Emergency Planning Committee is working what to call it when an ALERT goes

out. It will be going out as a TXT message, e-message, phone call, which tells you an alert of some level is occurring. Specific wording is being identified according to the level of the emergency. The Committee is working on getting repairs on the generator for Learning Resource Center. Need to obtain the appropriate funding to get photos field converted to a 120 V for emergency use.

g) Technology Resource Team (TRT)

- The first meeting was scheduled this past week and the Team discussed student computer code of conduct. The Team decided to take the District's Computer Code of Conduct and convert it to Cerro Coso's needs.
  - **College Forms** – (Cori Ratliff)  
There is an expressed need for a college-wide forms management process, preferable one that stored all college forms on a system such as the G drive. This stems from the problems related to having to duplicate 5<sup>th</sup> generation hard copies of forms, and digital copies of forms (the only copy), being lost when employee evacuated positions and their computer gets wiped by IT. It has been suggested that college forms should be managed in a single location, by department, so that offices, the Print Shop, Web, and other users of the forms can access the forms, in digital format, and the forms will not be lost upon employee transfer or vacating of positions. College wide forms  
  
Cori, provide a copy of the College Forms Management proposal, identifying that these problems can be solved in three (3) phase, 1) all forms to be created in digital format, 2) all college forms should be stored in a shared file location, such as the G drive, and 3) The final state of forms management that is recommended is to create a standardized template system to establish a firm identify for Cerro Coso.
  - **In-house Training Center** – (Cori Ratliff) –  
A proposal was presented CCCC In-House Training Center, to provide needed on-going training to classified, faculty, and administrative employees on a variety of topics using the expertise from within Cerro Coso College. A primary goal is to keep the training brief and targeted so that members will be motivated to attend the training. Since the goal of the In-House Training Center (IHTC) is to enhance the professional skills of the staff and faculty, participants, with any necessary supervisory approval, may participate in training during their regular work schedule. By promoting on-the-job training in an easily accessible form, the expectation is that Cerro Coso's employees will become more efficient, effective, and a more skilled workforce. The proposal identified a plan, personnel, and usable facilities, and potential recognition of accomplishment/s.

**VII. Ad Hoc Committee/s**

**VIII. Future Meeting Dates**

- a) Next Meeting – Thursday, March 19, 2009, 2:00 PM Admin Conf Room 214D
- b) Meeting Schedule – April 16, 2009, May 14, 2009
- c) Meeting Schedule for 2009-2010

**IX. Future Agenda Items**

**X. Adjournment – The meeting adjourned at 4:02 PM.**

# ***Cerro Coso College Council***

## ***Meeting Agenda***

February 19, 2009

2:00 PM

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Rachel Winston

### **I. Call to Order**

**Present:**

**Guest:**

**Absent:**

### **II. Roll Call**

### **III. Approval of Minutes from Last Meeting – [January 29, 2009]**

### **IV. Discussion Issues**

- a) Smoking Signs (Frank Roberts, Student)
- b)

### **V. Information Issues**

- a)
- b)

### **VI. Standing Committee Reports**

- a) Budget Development
- b) Accreditation Update
- c) Professional Development
- d) Strategic Planning
- e) Facilities
- f) Emergency Planning
- g) Technology Resource Team (TRT)

### **VII. Ad Hoc Committee/s**

- a) Participatory Governance Policy Update

**VIII. Future Meeting Dates**

- a) Next Meeting – Thursday, March 19, 2009, 2:00 PM Admin Conf Room 214D
- b) Meeting Schedule – April 16, 2009, May 14, 2009
- c) Meeting Schedule for 2009-2010

**IX. Future Agenda Items**

**X. Adjournment**

# **Cerro Coso College Council Meeting Minutes**

February 19, 2009

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Jill Board and Rachel Winston

## **I. Call to Order**

**Present:** Jill Board, Rachel Winston, Jim Fay, John Daly, Tammy Eberhardt, Gale Lebsock, Shannon Bliss, Cori Ratliff, Valerie Karnes, Karen O’Conner, Kathy Salisbury

**Guest:** Cheryl Gates, Faculty member  
Frank Roberts, ASCC student representative

**Absent:** Mary E. Retterer, Pam Godfrey, Deanna Campbell, Dylan Mattina

## **II. Roll Call**

**III. Approval of Minutes from Last Meeting [January 29, 2009]** –The minutes were approved as presented.

The agenda was amended to add the ARCC Report under *Information Issues* and to move the item ‘Department Chair duties’ to the *Information Issues* area.

### ***Review of previous action items—***

1) Frank Roberts reported that the ASCC met and during that meeting concerns were expressed pertaining to the smoking issue:

- A need for more signage for “NO SMOKING” areas
- Increased output of information pertaining to where smoking areas are located.

Frank stated that currently he believes there are three designated smoking areas; the concrete pad, the concrete area outside the Student Center, and the far side of the East Wing under the stairwell by the vending machine. John Daly stated that the “NO SMOKING” signs are torn down almost as fast as they are put up and that the ashtrays are also being moved to areas that are not designated for smoking. He also warned that the area under the stairwell by the vending machine is not a safe location.

It was suggested that maybe a “bus-stop” like shelter could be put up on the concrete pad to help protect the smokers from the sun and inclement weather. It was also suggested that perhaps the ASCC could help pay for the cost of such a shelter. The Council was informed that the Cerro Coso Community College Foundation will accept requests for funding to take into consideration and that this might be another way to help pay for the shelter.

*Action Item: Once the Smoking Locations are identified and finalized, Cori Ratliff will place those areas on the College website.*

*Action Item: John Daly will provide information to the ASCC pertaining to free literature from the State and the Assembly Bill pertaining to smoking on campuses.*

- 2) While discussing the issue of signage on campus, Cori Ratliff suggested that the ART GALLERY sign should be covered with a sign indicating “temporary faculty office” to avoid confusion for the students. It was stated that the faculty would probably be staying in that location until December 2009. Shannon Bliss requested an office, with a phone, be made available for faculty who are currently located in the Art Gallery to use for confidential meetings or when they have a student in crisis.

#### **IV. Discussion Issues**

a) Guests in the classroom –

Dr. Fay and the group discussed the issue of students bringing guests to sit in the classroom while class is being held. He wanted to know if there is an official written policy pertaining to that issue and whether the policy was the same for bringing children to class. Deanna Campbell stated that ESCC has experienced the same issue. Cori Ratliff stated that she had been told at one point by Admissions and Records that was not allowed due to liability issues. Karen O’Conner said she had been told the same thing. Board Policy delegates the decision on this issue to the individual colleges.

It was suggested that the issue of faculty bringing their children to classes should also be addressed. It will be necessary to get clarification from Clint Dougherty on this matter.

There also appears to be an issue with parents bringing their children and leaving them unattended in public spaces on campus.

During this conversation, it was also clarified that invited guest lecturers are not required to have finger printing done or TB testing; however, they do need to complete the Guest Lecturer form.

*Action Item: Tammy Eberhardt will look for the Guest Lecturer form and Cori Ratliff will post it to the website under Faculty Resources section of the intranet.*



b) Emergency Preparedness–

The Safety and Security Committee met on February 6, 2009. After the meeting, Jim Fay drafted a several documents and provided the Council members with three handouts pertaining to this agenda item: emergency procedures, emergency supplies, and emergency preparation plan. These documents will be reviewed by the members at the next Safety and Security Committee meeting. Jim requested that council members review the list for emergency supplies and provide input pertaining to what supplies we should purchase and in what order they should be purchased. He, John Daly, and Tammy Eberhardt also participate at the City Safety Committee meeting. During one of those meetings, they were informed that Cerro Coso is a designated shelter in case of an emergency or disaster. Dr. Fay spoke with Fran Stewart at the City and she I working on updating the MOU with the college. Cerro Coso could also be designated as a Red Cross Center.

It was suggested that since Cerro Coso is a designated shelter, that perhaps the generator currently located at the LRC should be moved to the gymnasium because it is a bigger building and would hold more people. John Daly stated it would be better to purchase a new one to the power the gym because this one is constantly breaking down. During the City safety meeting, they were also told that in the event of a serious emergency/disaster in other parts of the state, Cerro Coso could conceivably be isolated for up to two weeks...no assistance from outside Ridgecrest would be forthcoming for awhile. It could also take as much as 2-3 days to receive assistance from the City.

It was suggested that Cerro Coso work with NAWS, Edwards Air Force Base, the Red Cross, and Kern County to acquire new or surplus emergency equipment and supplies. The college will need a storage area for safety and survival supplies, along with enough food, water, and medical supplies to last at least a couple of weeks. We will definitely need to replace the two-way because they just aren't effective; during the fire drill that was held earlier today, the Fire Captain stated that there was a recommendation to replace this specific brand of radios received from Kern County Communications.

The discussion then turned to the topic about how to handle individuals with disabilities during an emergency. It was stated that according to Chancellor Serrano, the policy is to have the instructor leave the student, leave the building, and direct one of the rescue workers to go in and remove the disabled individual. John Daly informed the group that the Fire Captain said to not abandon anyone; a runner should be sent to seek assistance from first responders.

It was also stated that Cerro Coso did a good job during the fire drill; all buildings involved were evacuated within FOUR minute!

***Action Item:** Jill and Jim will place the safety issues on the agenda for District Vice Presidents' meeting.*

- c) **Implementation of ConnectEd—**  
KCCCD has implemented ConnectEd as the emergency response system. It is web based and incredibly fast. There will be defined statements written in preparation for various emergency/disaster situations. In the event of a situation, the blanks will be filled in and then the statement would be sent out via phone calls to home phones, cell phones, text messages, emails, etc. There are a total of six ways that students could be contacted. This will also be used to send out alerts such as school closure due to severe weather (snow storms, excessive rain, etc.). Alerts can be segregated and designated BC, CC, or PC Alert and only sent to the students who would be affected by a campus closure.

As a part of the marketing plan for ConnectEd, students, staff, and faculty will be asked to ensure the information contained in Banner is correct/current. A user guide for ConnectEd will be created and distributed. The system will be launched April 6, 2009 so that when students log in to register or update their personal information, they will see information about ConnectEd. A presentation has already been made at the District Consultation meeting.

***Action Item:** John Daly will make an inquiry to Chancellor Serrano pertaining to where we are in the process with Cerro Coso's Emergency Preparedness Plan. He will also inform her as to the statements made by the Fire Captain regarding immobile and physically disabled students.*

## **V. Information Issues**

### a) Department Chair Duties—

Rachel Winston informed the Council that Cheryl Gates has been doing the duties of a department chair in the area of Health Careers, but is not being funded for that work. Currently, there is no formal agreement and the duties are not a part of her existing contract. It was suggested that a cost analysis be completed. In March 2007, the idea of making Cheryl the department chair for Health Careers was presented to Academic Senate but was never presented at College Council.

This issue needs to be resolved by March 1, 2009 due to contract negotiations for department chairs. Health Careers was originally under the purview of Administration of Justice but Steve Busby no longer does that work, and Cheryl has been doing it for nearly two years. She stated she had been instructed to do the load sheets, long-term schedule, and class schedules. Cheryl stated that Health Careers produced 81 FTES during the fall 2008 semester and there will be even more FTES generated during spring due to the start of a second LVN class. She also noted that in 2005-06, there were six faculty members for Health Careers and now there are only two full-time, two part-time, and two TAs.

Shannon Bliss inquired about the process for approaching Administration regarding faculty chair position modifications. She stated the Academic Senate process is fairly clear. It was suggested this issue be placed on the Administrative Cabinet agenda for discussion.

*Action Item: Jim Fay will report back to Academic Senate on the correct process.*

b) ARCC Report—

Jill will bring the ARCC report to be reviewed by College Council. Currently, she is working on response to data that was submitted and our response to the report. She is looking at two specific items:

- Increasing the 19-24 year-old age group
- K-12 Bridge Program

Jill announced that the report indicates a decrease in the vocational education success rate; this could possibly be due to online courses and high school success rate not being very good. There was an increase in the Hispanic student population and some increase in Basic Skills as well. The report also addresses student retention, success rate, etc. The report indicates that Cerro Coso is significantly below our peer groups regarding a decline in enrollment numbers in the fall-to-fall comparison. That could possibly be contributed to the fact that definitions in data sets change from year to year making it more difficult to make accurate comparisons. The report further indicates that the online success rate is lower than the on campus courses.

## **VI. Standing Committee Reports**

a) Budget Development —

Gale announced that the state budget finally passed! She, Jill, and Jim are beginning to work on permanent labor and FOAPAL distributions in preparation of receiving the budget allocation.

b) Accreditation Update —

Bits and pieces are currently being written and submitted by various individuals. Dennis Vander Werff, Suzie Alma, and Jim are working together to pull all the information together into one report. The Educational Unit Plan will require an addendum prior to people leaving for the summer.

c) Professional Development—

No report given. Cori Ratliff stated that the committee has not met for a while.

d) Strategic Planning—

Dr. Retterer will be pulling a committee together when she returns from medical leave. It was reported that Cerro Coso submitted a minimum of nine Strategic Initiatives for consideration. The District committee will meet sometime in March, probably more toward the end of the month.

e) Facilities—

A written report was sent out via email on February 19<sup>th</sup> by Joann Clark: *Science Modernization* project is 28% complete. Phase I is 90% complete and is scheduled to be completed by March 20, 2009. All that remains is installation of

the drop ceiling grid, finish HVAC and electrical, painting, carpet installation, tack board installation, and floor tile. The “move in” date for staff occupying the swing space will be Monday, March 23<sup>rd</sup>. However, Joann stated that she fully expects the move to occur a week earlier and she asked that those employees be packed and ready to go by March 16<sup>th</sup>.

*Fine Arts modernization*—Joann’s email reports that OMA architects continue to meet with the Department of State Architects (DSA) for sign off of the Access Compliance and Structural. Anticipates bid advertising for 30 days beginning in March and anticipates a late April 2009 bid opening.

*Student Center modernization*—currently in the Working Drawing Phase. Anticipate plan submittal to DSA in June 2009 and project start date of mid-January 2010.

- f) Emergency Planning—  
Detailed information provided under the *discussion* section because this was an agenda item.
  
- g) Technology Resource Team (TRT)—  
Cori Ratliff stated there was an increased interest in using Adobe Connect and that TRT would like to purchase more licenses; currently we only have fifteen licenses. TRT will be looking at how those licenses are currently being used.

## **VII. Ad Hoc Committee/s**

- a) Participatory Governance Policy Update—  
Tabled.

## **VIII. Future Meeting Dates**

- a) Next Meeting – Thursday, March 19, 2009, 2:00 PM Admin Conference Room 214D
- b) Meeting Schedule – April 16, 2009, May 14, 2009
- c) Meeting Schedule for 2009-2010

## **IX. Future Agenda Items**

## **X. Adjournment – The meeting adjourned at 3:55 PM.**

# ***Cerro Coso College Council***

## ***Meeting Agenda***

March 12, 2009

3:00 PM

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Rachel Winston

### **I. Call to Order**

**Present:**

**Guest:**

**Absent:**

### **II. Discussion Issues**

- a) iTV Leadership Technology (David Palinsky)

### **III. Future Meeting Dates**

- a) Next Meeting – Thursday, March 19, 2009, 2:00 PM Admin Conf Room 214D
- b) Meeting Schedule – April 16, 2009, May 14, 2009
- c) Meeting Schedule for 2009-2010

### **IV. Adjournment**

# **Cerro Coso College Council**

## **Meeting Minutes**

March 12, 2009

3:00 PM

**Type of Meeting:** College Council Special Meeting

**Meeting Facilitator:** Mary Retterer and Rachel Winston

### **I. Call to Order**

**Present:** Mary E. Retterer, Dylan Mattina, Tammy Eberhardt, Gale Lebsock,

**Guest:** David Palinsky (at Cerro Coso from KCCD), Mike Barrett, Joe Slovacek (ESCC- Bishop), Kristin Rabe (KCCD) Debbie Rundell and Pam Godfrey (KRV), Deanna Campbell (ESCC-Bishop)

**Absent:**

### **II. Discussion Issues**

- a) iTV Leadership Technology (David Palinsky) Video Technology Support Operations Assessment, presented to College Council, requesting support of program. PowerPoint presentation  
Why are we talking about video technology support? David prefaced with the IT history within the District. Video Operations center technology proposal. Nursing program expansion moved need for expansion of video operations. Identified additional needed materials, interactive TV prime example why we need to do something different, a lot of confusion is out there. Looked at outsourcing determined leverage what B C was doing, action items college presidents talk with groups on campus with what was discussed also asked to look at what costs in shared model, using best practices, costs, come up with defendable structure cost, good information to know, looking at it from a district prospective. Provide materials for presidents to present to College Council, purpose to share with College Council, have discussion with different groups, at March 17<sup>th</sup> to District Consultation council, where information will be presented. Cerro Coso roughly has 60% of video technology equipment, a lot more equipment with little support of equipment. We want to solve, commitment made at chancellors cabinet to support equipment. Savings of \$250,000 each year by using video conferencing equipment. Investment over the years looking at \$2.5 M, about break even on use of this technology. **Video Technology Issues**, quality of service, support, aging infrastructure, training, faculty complaints, complexity of scheduling, content sharing, standards, poor governance (leadership

issues). **VOC** – Video Operational Center – Monitoring; problem resolution tracking; coordination; scheduling; project management; policy/procedure development; training; room design; installation, support; conferencing archiving and streaming; operational time 7:00 AM to 10:00 p.m. Faculty consistently expressed technology focused, it is support and training issues.

A number of emails: teaching assistant in classroom to support iTV classes, Deanna Campbell received emails from faculty and were asked to express issues. They would much rather have funding toward teaching assistants, sending and receiving, ESCC bringing up issues due to iTV.

ESCC faculty believe TA's are really important.

VOC concept need TA in remote site. Scheduling of TA's issues.

To augment the BC as a service Provider, proposing turning media specialist to manager position, and Media Services Coordinator to Media Services Ops Mgr.

Taking and moving one position to management and two classified positions 2 media specialist, media specialist,

The charge back model, have to discuss more in chancellors cabinet, \$24,000 to \$90,000 per year, just for operations center. Cerro Coso needs equipment upgrade. Today if we were to replace everything \$190,000 replace 2 itv rooms 2010-2011, , each year, 2011-12, \$230,000. Costs,

Cost of implementing of best practices, CCCC cost would go up with cost of TA increase, try to implement on their own, \$203,000, fairly conservative numbers.

2008-2009

4/30/09 file management (Operations) Media Services Operations Manager position, remaining Reorganization Tasks

Cerro Coso needs to look at what needs really are. Gale Lebsack and Deanna Campbell would like to be included on the Charge Back Model, occur in Chancellor's Cabinet. Don't see benefit of VOC.

ESCC expressed concern issues of whether or not VOC is the efficient way to go for them. New equipment does not mesh with old equipment. Would rather have TA's in lieu of VOC, as heard by faculty and staff at ESCC. TV screens are too small.

### **III. Future Meeting Dates**

- a) Next Meeting – Thursday, March 19, 2009, 2:00 PM Admin Conf Room 214D
- b) Meeting Schedule – April 16, 2009, May 14, 2009
- c) Meeting Schedule for 2009-2010

#### **IV. Adjournment**

The meeting adjourned at 4:30 PM.

Recorder: Louise Farmer



# ***Cerro Coso College Council***

## ***Meeting Agenda***

March 19, 2009

2:00 PM

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Rachel Winston

### **I. Call to Order**

**Present:**

**Guest:**

**Absent:**

### **II. Roll Call**

### **III. Approval of Minutes from Last Meeting – [February 19, 2009]**

### **IV. Discussion Issues**

- a)
- b)

### **V. Information Issues**

- a)
- b)

### **VI. Standing Committee Reports**

- a) Budget Development
- b) Accreditation Update
- c) Professional Development
- d) Strategic Planning
- e) Facilities
- f) Emergency Planning
- g) Technology Resource Team (TRT)

### **VII. Ad Hoc Committee/s**

- a) Participatory Governance Policy Update

**VIII. Future Meeting Dates**

- a) Next Meeting – Thursday, March 19, 2009, 2:00 PM Admin Conf Room 214D
- b) Meeting Schedule – April 16, 2009, May 14, 2009
- c) Meeting Schedule for 2009-2010

**IX. Future Agenda Items**

**X. Adjournment**

# **Cerro Coso College Council Meeting Minutes**

March 19, 2009

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Dr. Mary Retterer and Rachel Winston

## **Call to Order**

**Present:** Mary Retterer, Rachel Winston, Jim Fay, Shannon Bliss, Al Skinner, Kathy Salisbury, John Daly, Valerie Karnes, Jill Board, Gale Lebsock, Pam Godfrey

**Guest:** None

**Absent:** Deanna Campbell, Dylan Mattina

## **Roll Call:**

**Approval of Minutes from Last Meeting [February 19, 2009]** –The minutes were approved as presented.

**Review of Previous Action Items**—all action items were completed with the exception of the following:

- 1) *John Daly is working on the smoking signage and signage for the temporary faculty offices located in the new Art Gallery within the LRC.*
- 2) *John Daly will email the Emergency Preparedness Plan to College Council members and the Safety and Security Committee members.*

## **Discussion Issues**

- a) *Update on Strategic Plan*—a handout listing Cerro Coso's six primary goals and the activities/plan associated with each goal was provided to Committee members. Everyone was asked to review the handout and to provide input pertaining to the goals and the updating of the Strategic Plan. Dr. Retterer stated that this information will provide a roadmap of the direction Cerro Coso Community College will take over the next two years. Input is needed before the next College Council meeting so the 2009-2011 Strategic Plan can be updated and presented to the Board of Trustees at the July meeting. The current plan expires June 30, 2009. Dr. Retterer requested that all faculty input be provided prior to them leaving for the summer.

### **Action Item:**

- 1) Dr. Retterer will clarify where the Strategic Plan document is located on the college's website.

## Information Issues

- a) *Update on Swing-Space Move*—John Daly reported to the committee that he has received approval for the move into swing space on the third floor. Movers have been hired and will begin moving on Monday, March 23, 2009. John stated that we have ten days in which to complete the move; currently, we are on schedule and on track. John informed everyone involved in the move that they will experience some disruption in phone service the week of the move.

Due to asbestos abatement on the second floor, Magi Mauldin and Shelley Crabtree will also be moved to a new location for approximately five weeks. Room MB229 will become the permanent new location of the Administrative Conference room. It will be carpeted by Wednesday, March 25<sup>th</sup> and will be equipped for video conferencing.

Prior to Administration moving back downstairs to the second floor, the existing Administrative Conference room will be converted into an office for Jill Board and office space for Tammy Eberhardt and Kathy Salisbury. Magi Mauldin and Shelley Crabtree will be relocated back into room 214. Assessment will move into the office where Shelley and Magi are currently housed. Gale Lebsock will move into Jill's previous office space, Valerie Karnes will move into Gale Lebsock's previous office, and Valerie's previous office will be the office for the new Institutional Researcher, when that position is finally filled.

The question was posed about whether the East bridge entrance doors and hallway would be accessible or blocked off. John was not sure about that answer but will find out and report back.

### *Action Item:*

- 1) John Daly will check on the East bridge/hallway accessibility and send out notification to the campus.
- b) *Budget Update*—Dr. Retterer announced that she and John Daly attended the Air Quality meeting in town earlier today. They are applying for fund to replace the two Ford Taurus vehicles because they are just worn out. Dr. Retterer informed the group that Cerro Coso could receive up to \$9,200.00 toward the replacement cost of each vehicle. She will know more about this toward the end of April; the final outcome will be known in June or July.

There were two handouts provided pertaining to the budget status. The first was copies of a memo that was sent out earlier which announced that the newly adopted budget for the State of California is already predicted to be an **additional \$8 billion short**; a total 18 month shortfall of \$49 billion. The additional shortfall is expected to have a significant impact on all state funded operations, including Cerro Coso Community College and the Kern Community College District. So far, KCCD and the other California Community Colleges have been hit with the possible elimination of COLA and shortfalls in property

tax, base funding, and enrollment fees. The memo indicated these shortfalls, totaling approximately \$1.9 million for KCCCD, will be covered by a portion of growth funding.

The memo further stated that the budget situation for 2009/2010 will not be as simple. “KCCCD will need to reduce about \$8,055.00. District reserves will be used to fund half of the shortfall. Cerro Coso is looking at a potential 5% budget reduction for next year.” Cerro Coso’s plan at this point is to continue monitoring this year’s spending and save as much as possible, prioritize reductions amounting to 5%, and plan for an 8% reduction in categorical funds.

The second handout was provided by Gale Lebsock. It projects expenditures and budget shortfalls, impact on reserves, and the projected unrestricted reserves for KCCCD through the year 2012/2013. Assuming the 3% growth funding will be eliminated, the Board of Trustees agreed that KCCCD will cover approximately 50% of the shortfall for 2009/2010 through use of District reserves. KCCCD currently has between 21-22% in reserves; it is estimated those reserves will be reduced to approximately 10% within the next 4-5 years, depending on California’s economic status.

Cerro Coso’s Budget Development Committee will be convened in the near future to work on the college’s shortfall. Hopefully, the Committee will have a final budget to present at the College Council meeting being held in May.

***Action Item:***

- 2) The Academic Senate will need to appoint a new representative for the Budget Development Committee since Deborah Ernst is no longer an employee of the college.

**Standing Committee Reports**

- a) Budget Development—this item was covered under the Information Issues section of the agenda.
- b) Accreditation Update—Student Learning Outcomes for each department should be incorporated in the Accreditation mid-year report. This mid-year report is very important because the college is no longer on the “warning” list and the report will help ensure that we stay in good standing. The mid-year report is must go to Chancellor Serrano by July or August so that is can be presented to the Board of Trustees at their September meeting.
- c) Professional Development—Dr. Retterer polled the group regarding the idea of one big national conference that would cover all areas of community college science and technology, including health. It would be largely geared toward faculty and focused on teaching aides, teaching styles, etc. Mary indicated that Cerro Coso would attempt to support faculty attending, based on available funds.
- d) Strategic Planning—this item covered under the Discussion Items portion of the agenda.

- e) Facilities—this item covered under the Information Items portion of the agenda.
- f) Emergency Planning—in an attempt to be more clear and effective, Cerro Coso Community College will implement color-coded instructions designed for specific emergencies, such as fire, shooter on campus, etc. Once created, these color-coded instructions will be displayed in designated areas around campus. This type of instruction system is currently in use at the Ridgecrest Regional Hospital.

It was announced that another drill with Ridgecrest Police Department will be held in the near future. They want to conduct a drill that addresses an issue such as a shooter on campus.

- g) Technology Resource Team (TRT)—no report given.

#### **Ad Hoc Committee/s**

- a) Participatory Governance Policy Update—no report given.

#### **Announcements**

- Rachel Winston informed the Committee that faculty held a discussion pertaining to the Commencement Ceremony for this spring. Faculty voted to have a Grand Marshall in addition to the Honoree Group. Names will be sent forward to the Commencement Committee.
- Al Skinner provided the group with a copy of the recently passed ASCC College Hour Resolution. This resolution re-establishes College Hour; it will resume beginning Spring semester 2010 and will be held between 12:30 – 1:30PM. Location of the meetings to be determined.
- Everyone was reminded of the upcoming Diamonds and Denim event being held on April 24, 2009 at the Kerr McGee Center. Tickets are \$25.00 per person and are available at the CCCC Business Office, Red Rock Books, and the Ridgecrest Chamber of Commerce. This event is in celebration of Cerro Coso's thirty-fifth anniversary and includes dinner, dancing, and a silent auction.
- The group was also reminded of the Cerro Coso Community College 35<sup>th</sup> Anniversary Golf Tournament being held on Saturday, March 28, 2009. Proceeds from this event will benefit student book scholarships. All players are welcome and the cost is \$75.00 per player. There will be drawings, prizes, goodies, and refreshments.

#### **Future Meeting Dates**

- a) Next Meeting – Thursday, March 19, 2009, 2:00 PM Admin Conference Room MB229
- b) Meeting Schedule – April 16, 2009, May 14, 2009
- c) Meeting Schedule for 2009-2010—all committee members were asked to bring their calendars to the May meeting so dates for College Council meetings can be set for the next academic year.

#### **Future Agenda Items**

**Adjournment – The meeting adjourned at 3:55 PM.**

# ***Cerro Coso College Council***

## ***Meeting Agenda***

April 16, 2009

2:00 PM

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Rachel Winston

### **I. Call to Order**

### **II. Roll Call**

### **III. Approval of Minutes from Last Meeting – [March 19, 2009]**

### **IV. Discussion Issues**

- a) Cheryl Gates Status (James Fay)
- b)

### **V. Information Issues**

- a) Engineering (Mary Retterer)
- Auto Purchase and Kern County Grant (Mary Retterer)

### **VI. Standing Committee Reports**

- a) Budget Development
- b) Accreditation Update
- b) Professional Development
- c) Strategic Planning
- d) Facilities
- e) Emergency Planning
- f) Technology Resource Team (TRT)

### **VII. Ad Hoc Committee/s**

- a) Participatory Governance Policy Update

### **VIII. Future Meeting Dates**

- a) Next Meeting – Thursday, May 14, 2009, 2:00 PM Admin Conf Room 229
- b) Meeting Schedule –May 14, 2009
- c) Meeting Schedule for 2009-2010 – To be Determined

### **IX. Future Agenda Items**

### **X. Adjournment**

# **Cerro Coso College Council Meeting Minutes**

April 16, 2009

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Rachel Winston

I. **Call to Order:** 2:05 PM

## II. **Roll Call**

**Present:** Mary Retterer, Rachel Winston, Jill Board, Valerie Karnes, Dylan Mattina, Gale Lebsock, Tammy Eberhardt, Shannon Bliss, Al Skinner, Karen O'Connor, Deanna Campbell, Cori Ratliff

**Absent:** James Fay

III. **Approval of Minutes from Last Meeting – [March 19, 2009]** – Reviewed meeting minutes including action items. The meeting minutes for March 19, 2009, were approved.

**Action Item:** *All college council members will their bring calendars with them to May 14, 2009 meeting for development of summer and fall meetings.*

**Action Item:** *Add Cheryl Gates to College Council replacing Deborah Ernst*

## IV. **Discussion Issues**

- a) **Nursing Department Status (Mary Retterer)** – Susan Carreon, Interim Associate Chancellor, Health Careers for District is now in the process of addressing Nursing Department Status.

## V. **Information Issues**

- a) **Engineering (Mary Retterer)** – the move of Coordination of Engineering from Mathematics to Science has been approved. Coding needs to be changed.

Shannon Bliss requested that a process be developed and documented between Academic Senate and Administration regarding faculty changes where there is “buy in” between the Academic Senate and the Administration. The process needs to clearly define all steps and responsible individuals.

,

**Action Item:** *Develop an Ad hoc committee to identify a comprehensive process to deal with senate resolutions about faculty between administration, with Dr. James Fay, as the chair. Suggested committee*



*membership would include Dr. Fay, as chair; Dr. Dennis VanderWerff, CIC Chair; Matt Crow, Academic Senate President; Clint Dougherty, Human Resources Manager and a classified staff member. Pending*

- b) **Auto Purchase and Kern County Grant** (Mary Retterer) – applied for a grant with Kern County, requesting two vehicles, tentatively approved for one, get approval for one, tentative now, goes to their Board in July 2009, potentially receiving approximately \$9,700. Once the Board approves the grant, then the vehicle will be purchased to replace Taurus. Planning to acquire another new Camry once purchased then the President's older Camry will go to ESCC. We need reliable vehicles for college travel. One of the old Taurus's will be taken out of service and off the road, as required by the grant.
  
- c) **Period 2 Apportionment Report** (Jill) – Dave Cornell calculated Period 2 apportionment of 3318.44 FTES meeting target. The target, analyzed number is 3,773.68 FTES. Marc Beam calculates the bottom line numbers, but guarantee Cerro Coso has met growth and over target by approximately 13% over target, which Dave didn't factor. We are over target. We need to be clear when we announce these targets with an estimate of positive attendance, hours submitted but not rolled, classes with enrollment but not submitted. Dave and Marc have had a preliminary conversation regarding an estimate of hours for summer intersession hours. Jill reported that 3773.68 factored, period two analyzed, estimate of summer 2009 that can be reported this year and fall 2008. Due to unresolved hours, Student accounting manual indicates hours are submitted at end of class.

**Luminis Project Update** (Cori) – the Luminis Project once again had been delayed hoping for a soft launch in May 2009, but probably June 2009. The decision will be made in May 2009. We want to launch it for the right reason, being very cautious about making sure everything is correct, before launching. When are we going to see a charge back for it? We are already incurring a cost for it because there is software, equipment, etc. KCCD is paying implementation fees and the College will be picking up ongoing costs. Charge backs begin after implementation. Jill indicated that the CCCC Luminis Team will meet to certify information for launch.

- d) **Learning Assistance Center** (Rachel) – The district wants to limit our open enrollment courses. Our college is different, we are more than 50% online, to have one size fits all from District. Since more than half of our students rely on these services and tutoring and computers in summer to cut back we can't really offer our students good service. We need to know first, before we build a schedule that there will not be services offered. Services may be offered in different way than a class, not necessarily eliminated. There is a great confusion with logistics, because of statements made, not yet clarified. Confuse process. Bonita and Matt Crow are putting together a plan. LRC will be open, computers

available, Sherri will be working this summer, difference between 001 and how we are going to go about providing services for students. This effects ESCC students as well. KRV students also need computer access. It is a college-wide discussion, we want all services at all locations. KRV will be open this summer. Discussion ensued about whether or not to structure services, restructured for best practices. Waiting for input from Matt Crow and Bonita Robison. Math, Reading, Science, and foreign language, utilize the computer labs. Faculty on Basic Skills Initiative Committee maybe a better way to do it in the long run.

We need consistency as not to confuse students, faculty, etc. We need a long term plan in times when we are capped FTES and not. Do we need an assessment of how many of our online students are using our labs? Bad idea not making computer lab available to students.

- e) **HR is determining Minimum Quals for Faculty Positions** (Rachel) – The District wants to determine minimum qualifications. The policy seems to be changing on district level, KCCD want to be determining body for faculty minimum quals for CCCC. Faculty says they need to determine who get minimum quals, not district. Rachel will bring up at District Consultation Council. The District Human Resources believe they are best to identify minimum quals. The first look in the application process, the only something we would not put forward is someone who did not complete an application process.

**Action Item:** *Rachel Winston will take, on Tuesday, to the District Consultation Council the issue of the District determining Minimum Qualifications. Completed as of May 14, 2009 meeting.*

## VI. Standing Committee Reports

### a) Budget Development

- received every ones budget request and analyzing budgets
- finalizing permanent labor figures
- no updates yet on health benefit rates
- PERS and STRS rates are cut
- Received preliminary allocation from Tom Burke last week, may be error in last take, reflecting a 12% reduction , the Board agreed to cover 5% of 08-09 allocation with tentative allocation so we don't have to make deep pocket allocations, if adjustments made. Overall reduction is approximately \$8 million, the District cut is \$4 million, the Colleges \$4 Million, with Cerro Coso's portion approximately \$650,000. We see a little bit of revenue increase in our out of state tuition. The \$650,000 the district is covered is one time money, still need to make cuts in budget. Then we have to wait for special elections in May.

### b) Accreditation Update

- A copy of the Accreditation Action Plan was distributed for review and feedback. Two reports are due this year, a Special Report and a Mid-year

Report. The Mid-year Report mirrors the Special Report and adds where we are in progress in our Mid-year report from a few years ago. Forward the draft copy to constituents to complete and relevant responses to the action plans. The Administrative Cabinet has been given homework to submit their relevant response/s to the appropriate action plan. Please make sure different the groups have an opportunity to look at this and provide any input to Department Chairs, Jill, and/or Dr. Fay. Will be discussing at the next meeting. A copy of the Action Plan that came out of the Accreditation Report a few years ago, was distributed, College Council members were asked to read through it, and we'll discuss at next meeting. Please respond to action plan, any input you'd like to provide, Please submit responses to action plan electronically, to Jill Board including a description plan. Feedback due at last meeting in May 14, 2009. Jim is responsible for putting feedback in document, then the document goes before the KCCD Board at Sept 2009 meeting. The 6 recommendations are District recommendations. The District will give us those responses. The Special Report will be sent out electronically, also. Remember over the last three years, not so much where we are now. The Accreditation Commission would like to know what progress we are making to your actions plans are we moving along with the progress.

- f) **Professional Development** – Like to see CCCC istream through League for Innovations, professional development streaming, this is type of food for thought that this college can benefit from. The cost is less for people who are League members, like to see CCCC subscribe to it annually. As part of professional development put together a brochures if subscription is reasonable provide istream available to interested related items. It is a Great Leadership event. Jill will take lead on investigating costs, etc. We need buy in. Perhaps, pilot a little one on flex day, to see reactions. .

*Action Item: Jill will look into istream subscription through League for Innovations, cost, etc. Completed. Presented at May 14, 2009 meeting.*

- g) **Strategic Planning** – Review another update to Strategic Plan, items in the middle in italics are submitted responses more outcomes received. Discussion ensued about how to start working on emphasized areas. Down the middle, what directions we are going. Move on what's next. If something is missing let us know.

**Action Plan:** Mary will send Strategic Plan electronically to College Council. **Completed.**

- h) **Facilities** (Mary) - Joann putting to bed 35<sup>th</sup> anniversary publication. 39% complete on construction, another 6 wks of abatement, not be able to relocate until 2<sup>nd</sup> week of January 2010.
- i) **Emergency Planning** – (Mary) Several attended 5 two-day intensive training 300-400 level Emergency Response Certification. With certification we are

eligible to do complex command-level positions. Now eligible for federal homeland security funding now that we have had the training, Forms are available to us. Tammy will go online and make forms available to CCCC at ESCC.

***Action Item:** Tammy will obtain from the Ridgecrest Police Department the Emergency Operations Set Up form and forward them to ESCC. Pending.*

- j) **Technology Resource Team (TRT)** (Dylan) The IT Strategic Plan draft is completed. It is a very ambitious plan. We need proofed and prettied up by next meeting to be analyzed for College Council's next meeting. It should be driven by college needs.

Because Shan He has resigned, TRT is looking for a CSEA representative to serve on the Student Services TRT Committee.

## **VII. Future Meeting Dates**

- a) Next Meeting – To be Determined Admin Conf Room 229.
- b) Meeting Schedule – To be Determined
- c) Meeting Schedule for 2009-2010 – College Council members were asked to bring their calendars with them at the May 14, 2009, meeting to identify summer and fall 2009 meeting dates, times, and location.

## **VIII. Future Agenda Items**

### **IX. Adjournment**

**The meeting adjourned at 3:48 PM.**

# **Cerro Coso College Council**

## **Meeting Agenda**

May 14, 2009

2:00 PM

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Rachel Winston

### **I. Call to Order**

### **II. Roll Call**

### **III. Approval of Agenda – [May 14, 2009]**

### **IV. Approval of Minutes from Last Meeting – [April 16, 2009]**

### **V. Discussion Issues**

- a) Creation of a New Standing Participatory Governance Committee for Staff Development (Jill)
- b)

### **VI. Information Issues**

- a) Substantive Change to the Pre-Engineering Program (John Stenger-Smith)
- b)

### **VII. Standing Committee Reports**

- a) Budget Development
- b) Accreditation Update
  - a. Presentation of Draft Accreditation Special Report & Mid-year Report (Jill/Jim)
- c) Professional Development
- d) Strategic Planning
- e) Facilities
- f) Emergency Planning
- g) Technology Resource Team (TRT)

### **VIII. Ad Hoc Committee/s**

- a)

### **IX. Future Meeting Dates**

- a) Next Meeting – Thursday, May 14, 2009, 2:00 PM Admin Conf Room 229
- b) Meeting Schedule – May 14, 2009
- c) Meeting Schedule for 2009-2010 – To be Determined

**X. Future Agenda Items**

**XI. Adjournment**

# **Cerro Coso College Council Meeting Minutes**

May 14, 2009

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Rachel Winston

## **I. Call to Order: 2:03 PM, Administrative Conference Room 229**

**Present:** Jill Board, Matt Crow, Jim Fay, Clint Dougherty, Gale Lebsock, Valerie Karnes, Karen O'Connor, Pam Godfrey, Shannon Bliss, Tammy Eberhardt

**Absent:** Mary E. Retterer, Dylan Mattina, Al Skinner, Cheryl Gates, Cori Ratliff, Deanna Campbell, Kathy Salisbury

**Guest:** John Stenger-Smith

## **II. Roll Call**

## **III. Approval of Agenda – [May 14, 2009]**

## **IV. Approval of Minutes from Last Meeting – [April 16, 2009]**

## **V. Discussion Issues**

### **a) Creation of a New Standing Participatory Governance Committee for Staff Development (Jill)**

A proposal was made to add a standing committee to the College Council, entitled Staff Development Committee. This committee would develop and implement a staff development plan and activities for every academic year including events scheduled through the In house Training Center, Staff Recognition, & Flex Day Activities.

Membership could include 2 administrators (1 Human Resources Manager + 1), 3 faculty, 3 classified, and 1 student.

~~b) i-Stream Product Presentation~~ (Jill) Jill Board proposed that the college subscribe to Innovation i-Stream, which is an online multimedia resource full of professional development learning opportunities for faculty and staff. Because our District is an Allinace member of the League for Innovation, the annual subscription cost to our college \$2500. Jill shared information regarding i-Stream for additional information check out the website ([www.league.org/istreamSite](http://www.league.org/istreamSite)). The website gives updates, offers many comprehensive opportunities of information. It is a powerful and innovative tool. Discussion ensued about how to proceed. It was determined that the current Professional Development Committee is the place to review the i-Stream program to make the recommendation to either subscribe or not.. Jill Board

volunteered to facilitate the presentation of the product at flex day activities. Members were encouraged to take information regarding i-Stream to their respective constituent groups and Jill will make sure it is back on agenda next fall.

**Action Item:** 1) Jill will present the Innovation i-Stream product to the existing Professional Development Committee during summer 2009 for consideration of their recommendation. 2) The new Staff/Professional Development Committee will be tasked with addressing the staff recognition and possibly get the committee familiar with i-Stream for recommendations.

#### **Staff Recognition** (Clint Dougherty)

Clint shared that there has been a lot of discussion about what is the best way to recognize the staff and faculty, including adjunct. Questions like do we want to recognize employees as a college community or do we want conduct separate recognitions, event/s? How would the Council like to conduct a staff recognition every year, combining it with a social event doing it the same time every year? Clint is open to recommendations. Consensus of the College Council is to do a college wide event.

**Action Item:** The item will be taken up by the Professional Development Committee to rethink organization of Staff Recognition event/s after the semester starts.

## **VI. Information Issues**

**Substantive Change to the Pre-Engineering Program** (John Stenger-Smith) – a copy of the Pre-Engineering Substantive Change, changing the Pre-Engineering Program from Mathematics discipline to a Pre-Engineering program, was distributed to College Council for review acceptance. Dr. Stenger-Smith identified the multiple source pros and cons indicating the necessity of an institutional researcher to gather the data, stating that the program may have difficulty surviving after 3 years without one. The program requires specific faculty to teach specific subjects. The College Council commended Dr. Stenger-Smith for developing the program.

Upon the College Council's acceptance as a body, the College Council approved and accepted the substantive changes to pre engineering program. The Substantive Change will be forwarded to Dr. Retterer with recommendation by the Council for approval.

- a) **Industrial Technology Program Minor Revisions to State** (Valerie Karnes) – the State Chancellor's office made minor changes to the Industrial Technology Program request. It was presented to CIC a few months ago. The program started with funding from an SB70 grant. The scope of the grant included holding an employer summit, which was done, asking the employers what was needed. The responses resulting in the need for more technician jobs. Courses were developed over the past few years. John Means has done a tremendous job on developing



the program. We received a lot of support when the program went forward in December 2008. It was then mailed to the State. The State requested a wind and solar piece and we should mandate circuits. Occupational Health and Safety class were reviewed and there was some confusion about whether or not the program should be included. The State was excited about the revised program it was approved. We also received a lot of equipment donations. Thanks to James O'Connor, Larry Board and Dr. James Fay, on their work contributed to developing the programs.

## **VII. Standing Committee Reports**

### **a) Budget Development** –(Gale Lebsock)

- A copy of the 2009-10 tentative budget was distributed to College Council, in which Gale reviewed.
- Budget requests were sent out requesting a 10% reduction, and didn't have to make too many adjustments
- The District asked us to create a 95% budget, made adjustments, then asked us to develop a 90%
- The Committee reviewed the requests and identified hold harmless funds totaling to approximately \$1.3 million, the budget was balanced by eliminating carryover. Our last two meetings the Budget Development Committee identified further reductions to an additional 30%. Potentially coming to 6 ½ % reduction.
- The May Revise is postponed until possibly June 3, 2009. We don't know where we are going to be.
- The Budget Development Committee brought forth three scenarios to preserve which will be presented at the June 11, 2009 Board of Trustees meeting.

It is the consensus of the College Council to go forward with the 2009-2010 tentative budget and present it to the Board of Trustees at the June 11, 2009 meeting.

**Action Item:** Calendar June 16, 2009, meeting to discuss the budget and strategic plan.

## **VIII. Future Meeting Dates**

- a) Next Meeting – Thursday, June 16, 2009, 2:00 PM Admin Conf Room 229
- b) Meeting Schedule for 2009-2010 – To be Determined

## **IX. Future Agenda Items**

### **X. Action Items Pending**

- XI. Action Item:** Develop an Ad hoc committee to identify a comprehensive process to deal with senate resolutions between faculty and administration, with Dr. James Fay as the chair. Suggested committee membership would include Dr. Fay, as chair; Dr. Dennis VanderWerff, CIC Chair; Matt Crow, Academic Senate President; Clint Dougherty, Human Resources Manager and a classified staff member. **Pending**

*from April 16, 2009 meeting.*

*Action Item: Tammy will obtain from the Ridgecrest Police Department the Emergency Operations Set Up form and forward them to ESCC. **Pending from April 16, 2009 meeting.***

## **XII. Adjournment**

The meeting adjourned at 4:30 PM.

Recorder: Louise Farmer

# **Cerro Coso College Council**

## **Meeting Agenda**

June 16, 2009

2:00 PM

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Matt Crow

### **I. Call to Order**

### **II. Roll Call**

### **III. Approval of Agenda – [June 16, 2009]**

### **IV. Approval of Minutes from Last Meeting – [May 10, 2009]**

### **V. Discussion Issues**

- a) Creation of a New Standing Participatory Governance Committee for Staff Development (Jill)
- b) Budget Update (Mary/Gale)

### **VI. Information Issues**

- a)

### **VII. Standing Committee Reports**

- a) Budget Development
- b) Accreditation Update
  - a. Presentation of Draft Accreditation Special Report & Mid-year Report (Jill/Jim)-Copies to be sent via email
- b) Professional Development
- c) Strategic Planning— Draft Plan
- d) Facilities
- e) Emergency Planning
- f) Technology Resource Team (TRT)

### **VIII. Ad Hoc Committee/s**

- a)

### **IX. Future Meeting Dates**

b) Meeting Schedule for 2009-2010 – Thursday, 2:00 PM – Admin Conference Room 229

**2009**

July 16, 2009  
August 20, 2009  
September 17, 2009  
October 15, 2009  
November 12, 2009  
December 10, 2009

**2010**

January 21, 2010  
February 18, 2010  
March 18, 2010  
April 15, 2010  
May 6, 2010  
June 17, 2010

**X. Future Agenda Items**

**XI. Adjournment**

# ***Cerro Coso College Council***

## ***Meeting Minutes***

June 16, 2009

2:00 PM

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Matt Crow

### **I. Call to Order: 2:04 PM**

### **II. Roll Call:**

**Present:** Cori Ratliff, Matt Crow, Cheryl Gates, James Fay, Mary Retterer, Jill Board, Deanna Campbell, Valerie Karnes, Shannon Bliss, Gale Lebsock

**Absent:** Dylan Mattina, Tammy Eberhardt, Pam Godfrey, Kathy Salisbury, Karen O'Connor

### **III. Approval of Agenda – [June 16, 2009]**

### **IV. Approval of Minutes from Last Meeting – [May 10, 2009]**

The May 10, 2009 meeting minutes were distributed via email, as well as hardcopy, for review, feedback, and approval.

### **V. Discussion Issues**

a) **Budget Update** (Mary/Gale)- a copy of the Projected Budget Reductions to all categorical funds, per Tom Burke, Chief Financial Officer, was distributed for review and discussion.

- Currently there is no updated information on general funds, yet.
- An allocation is anticipated by Thursday, June 18, 2009
- The Governor did not allocate any of the federal stimulus money to community colleges
- The State Government is targeting categorical funds with a 14.6 % reduction with the exception of TANF and CalWORKs
- The Budget Committee did its work and built and balanced the budget to 90%, which includes the \$500,000 from the college reserve. If the reductions are less than anticipated, Gale recommend restoring the college reserve utilizing less of the reserve until we know for sure the results.
- The categorical funds may not be reduced as anticipated, but there is an anticipate reduction in funds for next year

- The Enrollment Management Plan includes addressing multiple section courses and Title 5 repeatability issues and productivity and efficiency.

It was the consensus of the College Council to support restoring the college reserve should reductions come in less than anticipated.

## VI. Information Issue

### a) **Community Education Reporting** (James Fay)

- John Means and Doris Givens are in the processing of developing a standardized form for the colleges to streamline Community Education class reporting. A copy of the draft was distributed for review and feedback. Once finalized, the form will be forwarded to the August Board of Trustees meeting for approval. The request only has to go to the Board one time.

## VII. Standing Committee Reports

### a) **Accreditation Update** – A copy of the Accreditation Action Plan for the Mid-Year Report was distributed via email and hardcopy to the College Council.

- Jill reported that Section 2B of the Action Plans has been completely revamped.
- Any additions, deletions, and/or corrections should be submitted to Dr. Retterer by June 25, 2009
- The updated Accreditation Action Plans needs to be submitted to the September Board of Trustees meeting for approval.

### b) **Strategic Planning**— A draft Strategic Plan in booklet format was distributed.

- Dr. Retterer will email the Strategic Plan, in booklet format, to the College Council members for an additional review. If additional comments are identified please send them to Dr. Retterer as soon as possible.

## VIII. Future Meeting Dates

- a) The College Council meeting schedule for 2009-2010 is listed below. All meetings are held on Thursdays, at 2:00 PM – Admin Conference Room 229, unless otherwise notified.

<b>2009</b>	<b>2010</b>
July 16, 2009	January 21, 2010
August 20, 2009	February 18, 2010
September 17, 2009	March 18, 2010
October 15, 2009	April 15, 2010
November 12, 2009	May 6, 2010
December 10, 2009	June 17, 2010

The College Council reviewed the annual calendar, identifying meeting dates for 2009-2010. The meeting dates will be placed on Microsoft Outlook for scheduling purposes. The dates are subject to change with College Council approval.

**Action Item:** *Louise Farmer will place the College Council meeting dates on Outlook for scheduling.*

**IX. Future Agenda Items**

**X. Adjournment**

The meeting adjourned at 3:07 PM.

Recorder: Louise Farmer

# **Cerro Coso College Council**

## **Meeting Agenda**

August 20, 2009

2:00 PM

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Matthew Crow

### **I. Call to Order**

### **II. Roll Call**

### **III. Approval of Minutes from Last Meeting – [June 16, 2009]**

### **IV. Discussion Issues**

- a) Budget (Jill Board/James Fay)
- b) Accreditation (James Fay/Jill Board)
- c) Strategic Planning Committee (James Fay)
- d) Budget (Mary Retterer)

### **V. Information Issues**

- a)
- b)
- c)

### **VI. Standing Committee Reports**

- a) Budget Development
- b) Accreditation Update
- d) Professional Development
- e) Strategic Planning
- f) Facilities
- g) Emergency Planning
- h) Technology Resource Team (TRT)

### **VII. Ad Hoc Committee/s**

### **VIII. Future Meeting Dates**

- a) **Next Meeting** - September 17, 2009
- b) **Meeting Schedule**



The College Council meeting schedule for 2009-2010 is listed below. All meetings are held on Thursdays, at 2:00 PM – Admin Conference Room 229, unless otherwise notified.

**2009**

July 16, 2009- Canceled  
August 20, 2009  
September 17, 2009  
October 15, 2009  
November 12, 2009  
December 10, 2009

**2010**

January 21, 2010  
February 18, 2010  
March 18, 2010  
April 15, 2010  
May 6, 2010  
June 17, 2010

**IX. Future Agenda Items**

**X. Adjournment**

# **Cerro Coso College Council**

## **Meeting Minutes**

August 20, 2009

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Matthew Crow

### **I. Call to Order : 2:04 PM**

### **II. Roll Call**

**Present:** Mary Retterer, Austen Hallinan (Student Rep), Dylan Mattina, Valerie Karnes, Jill Board, James Fay, Kathy Salisbury, Tammy Eberhardt, Karen O'Connor, Shannon Bliss, Matt Crow, Cheryl Gates, Deanna Campbell

**Absent:** Gale Lebsock, Cori Ratliff, Kimberlee Kelly Schwartz, Margaret Hunter, Pam Godfrey

### **III. Approval of Minutes from Last Meeting – [June 16, 2009 & May 14, 2009]** The May 14, 2009 and June 16, 2009, meeting minutes were accepted with corrections.

### **IV. Discussion Issues**

#### **a) Accreditation** (James Fay/Jill Board)

- The Midterm Report, in final format, is due to Chancellor Serrano and Vice Chancellor Givens the first week of September 2009 for final structural changes, there will be two or more edits before the final stage.
- Marc Beam will read and review the structured document

*Action Item: Dr. Retterer will email the final Midterm Report to College Council*

*Action Item: Cori Ratliff will prepare the finalized format of Midterm Report.*

#### **b) Strategic Planning Committee** (James Fay) - no new report, but anticipates a report by next meeting. On page 2 a list of the Strategic Plan is the makeup of the Strategic Planning Committee. The Committee needs to reconvene to think about reconstituting the committee to go through the Strategic Plan document identifying where we are in the plan.

#### **c) Budget** (Mary Retterer)

- Categorical percentage reduction between 32 and 60%, still not identified. The Budget Development Committee did a very good job addressing the reductions,

talking about non labor things and still surviving. We are awaiting the final budget reductions percentages from the state.

A questions and answer period followed.

Dr. Retterer prefaced the discussion by explaining the pressure that is coming from the Kern Community College District's Board of Trustees and the State Chancellor's Office in that if you have sections that need to be filled, such as basic skills and core transfers classes, fill them. The District has been charged with a reduced load. Cerro Coso's target is slightly lower than last year. We have to manage in tuff times, to serve our students well.

- It is the Boards tentative agenda to achieve has three (3) goals.
  1. Reduce this years' budget by 5%, if there are mid- year cut, we are whole up to 5% in cuts
  2. Comply with the 50% Law
  3. Revise the categorical budgets without using the reserves.
    - Jill shared how Student Services met their reductions, with creative thinking.
    - Cerro Coso is in compliance with the 50% law, Cerro Coso's target is 52.4%, in which we are in compliance, a one-year temporary Mathematics position was hired, Bob Phung
    - The district is now in compliance with the 50% law because of correcting a coding error.
    - All targets have been met.

Karen O'Connor shared her concerns about students who enroll in classes that never intend to attend classes for whatever reason. Can we encourage faculty to drop students in timely manner? Jill answered by saying that it is the faculty's responsibility to see that the students who are in their classes to ensure that those students are enrolled in classes at the time of census are active students. After that date, it is the students' responsibility to withdraw from that class in which they intend not to complete. Cerro Coso is positioned for spring to use the tool, Wait Listing, already used by Bakersfield and Porterville Colleges. Dylan indicated that Cerro Coso does manually wait list distance learning students.

What is going to happen to the additional \$6 increase in the enrollment fee? Are we dropping students who early enrolled \$20 per unit enrollment fee? Jill responded saying that we are not dropping student for the \$6.00 state increased \$6.00 enrollment fee. However, those students already enrolled prior to the increase will be bill for the additional \$6. Payment is mandatory and will need to be paid prior to next semester's enrollment, so not to interfere with the students next semester. People, who send in checks, are processed every morning. We have no control over the District's dropped for non-payment run. There is a change in climate from enrolling in first week of school. Last year we quit advertising for late start classes.

The LRC taking a huge hit on resources, TTIP funds are cut \$49,000.00, a major loss impacting classes by losing online data bases. Shannon Bliss suggested approaching the Cerro Coso Community College Foundation, Inc. for the restoration of the funds.

*Action Item:* Dr. Retterer will ask the Foundation about restoring the TTIP funds.

Jill asked what are we doing to support tutoring at Kern River Valley the Eastern Sierra College Center, and the IWV campuses. Dr Fay indicated that the adjunct budget is overseeing tutors. We are heavily recruiting student tutors, though the program is not 100% funded. We don't have a budget for Kern River Valley tutors, yet. Dr. Fay, Jill Board, and Bonita Robison will meet for further discussion.

## V. Information Issues

- a) The College Council welcomed Austen Hallinan, serving as the CCCC Associated Student Body President

**CCCC Student Body President** (Austen Hallinan) reported:

- The student body has plans to bring students up to campus, a few of those plans include:
  - Student Ambassador, will meet and greet students the first two days of school, wearing shirts reading on one side "ASCC Got a Question, on the other side, "Just ask me!"
  - Also, the ASCC is having "Open Mic Night, an opportunity for faculty to get to know students and vice versa. Shannon Bliss asked Austen Hallinan to attend the next Academic Senate meeting on September 3, 2009, beginning at 12:30 PM, to ask again.
- b) There is a Special District Consultation Meeting on Thursday, August 27, 2009, 3:00 pm, to discuss lining up the budget's major classifications. It is the last opportunity for the District Consultation Council to review it.

*Action Item:* Dr. Retterer will distribute the budget once it is received.

- c) The 2<sup>nd</sup> floor hallway will be completely open the entire semester
- d) Clint conducted a survey with staff regarding Staff Recognition, and as a result the each location would like to observe their own staff recognition. Potential dates for the upcoming Staff Recognition is September 17, 18, or 19, 2009.
- e) Dr. Retterer informed the College Council of her retirement dated June 30, 2010.

## VI. Standing Committee Reports

- a) **Budget Development** (Gale Lebsock) – no report
- b) **Accreditation Update** – Dr. Retterer submitted to College Council for consideration the forming of an Ongoing Standing Accreditation Steering

Committee for processing purposes. We have always addressed the Accreditation Steering Committee as an event, but it is an **ongoing process**. Accreditation is not an event it is an ongoing process! Now is the time for us to begin the process. We all own accreditation. The Action Items drive the process. Then, representatives report back to their constituent groups for feedback. It is important to have a good Timeline Calendar. The existing tentative committee includes the Vice President of Academic Affairs, the Vice President of Student Services, the Dean of Career Technical Education, the Director of Information Technology, Distance Education, and Learning Support Service, Chair of the Curriculum & Instruction Council, Coordinator of Student Learning Outcomes. Students may serve on the Standard Committees, but not the Steering Committee.

We need to start thinking about it the Accreditation Process now! Get ready, form committees, start next year working on the Accreditation Self- Stud! Every person on staff is on call. Accreditation is historically faculty strong. We need faculty leadership to participate in at least one Accreditation Team process. This is how one finds out what the process is all about.

- c) **Professional (Staff) Development** (Jill) – A College Council meeting was called during summer in which *iStream* was addressed, to learn more about *iStreams*, prior to a proposed purchase of the tool. There was also a conversation with Margaret Hunter about scheduling an *iStream* presentation in the afternoon of staff recognition. Knowing that travel money is not going to be available, *iStream* has many sources of training sessions.

The Professional Development committee consists of :

- 2 Administrators Human Resource Manager, Clint Dougherty, and 1 other Administrator, Dave Cornell;
- 4 Faculty, Karen O'Connor, Penny Tally, Bonita Robison, and Matt Crow (Matt Crow is being asked to join the committee);
- Classified reps include Cori Ratliff, Margaret Hunter, Sue Parker, and
- a student representative (Cori is being asked to join the committee)

The Professional Development Committee, chaired by Margaret Hunter, is charged with developing an annual professional calendar, including staff recognition, In-house Training Center, and Staff Development.

The Professional Development Group, currently consisting of Clint Dougherty, Penny Talley, Sue Parker, Bonita Robison, Dave Cornell, Karen O'Connor, and Cori Ratliff, was in agreement that the group would report to College Council. The Flex Day Activities for fall semester is scheduled for Friday, August 21, 2009, in LRC Room 604. One of the events is an *iStream* presentation made by Wendy Nail. A Staff Recognition (All staff all faculty) Day is scheduled for September 18, 2009 recognizing staff and faculty with an all-office closure. An *iStream* presentation will be made to staff prior to the recognition event.

One of the charges to the committee is to look at the product, to see what we can provide, so that we can create an annual calendar for training. Training is slated for the College Hour schedule on Tuesdays and Thursday, between 12:30 to 1:30 PM.

Margaret Hunter, along with Cori Ratliff, Tammy Eberhardt and Natalie Dorrell, viewed the *iStream* product from the classified perspective. The group viewed 4 speakers, related to the classified, from the 2009 session. As a result their conclusion was that this a great tool for administrator and faculty but not much help for classified personnel. One of the sessions was found most related to incorporating classified into a college, or getting all of the groups to work collaboratively, not specifically focused on the professional development of the classified member themselves. The group felt some of the presentations are really good and worthwhile ventures, but wants everyone to realize that it will predominantly serve our faculty group, serving the college in the area of administration, faculty, and participatory governance. Jill agreed with Margaret somewhat, but there are things that might be useful to classified staff.

Students brought forward a resolution to Academic Senate to bring back College Hour. College Hour could not be implemented in this fall schedule because the schedule had already been built, but looking into reinstating College Hour for spring 2010. Staff Recognition.

## **VII. Adjournment**

The meeting adjourned at 3:40 PM.

## **VIII. Future Meeting Dates**

a) **Next Meeting** - September 17, 2009

b) **Meeting Schedule**

The College Council meeting schedule for 2009-2010 is listed below. All meetings are held on Thursdays, at 2:00 PM – Admin Conference Room 229, unless otherwise notified.

<b>2009</b>	<b>2010</b>
<del>July 16, 2009 - Canceled</del>	January 21, 2010
<del>August 20, 2009</del>	February 18, 2010
September 17, 2009	March 18, 2010
October 15, 2009	April 15, 2010
November 12, 2009	May 6, 2010
December 10, 2009	June 17, 2010

# **Cerro Coso College Council**

## **Meeting Agenda**

September 17, 2009

2:00 PM

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Matthew Crow

### **I. Call to Order**

### **II. Roll Call**

### **III. Approval of Minutes from Last Meeting – [August 20, 2009]**

### **IV. Discussion Issues**

- a) Accreditation (James Fay/Jill Board)
- b) Budget (Mary Retterer)
- c) H1N1 Guidelines (James Fay)
- d) Campus Moodle Policy (James Fay)
- e) College Council Meeting Calendar (All)
- f) Revitalize Participatory Governance Model (All)
  - Approval of New and Revised Subcommittees (Mary/Jill)

### **V. Information Issues**

- a)
- b)
- c)

### **VI. Standing Committee Reports**

- a) Budget Development
- b) Accreditation Update
- d) Professional Development
- e) Strategic Planning
- f) Facilities
- g) Emergency Planning
- h) Technology Resource Team (TRT)

### **VII. Ad Hoc Committee/s**

### **VIII. Future Meeting Dates**

a) **Next Meeting** - October 15, 2009

b) **Meeting Schedule**

The College Council meeting schedule for 2009-2010 is listed below. All meetings are held on Thursdays, at 2:00 PM – Admin Conference Room 229, unless otherwise notified.

**2009**

~~July 16, 2009 – Canceled~~

~~August 20, 2009~~

September 17, 2009

October 15, 2009

November 12, 2009

December 10, 2009

**2010**

January 21, 2010

February 18, 2010

March 18, 2010

April 15, 2010

May 6, 2010

June 17, 2010

**IX. Future Agenda Items**

**X. Adjournment**



# **Cerro Coso College Council**

## **Meeting Minutes**

September 17, 2009

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Matthew Crow

### **I. Call to Order 2:05 PM**

### **II. Roll Call**

**Present:** Jill Board, James Fay, Kathy Salisbury, Tammy Eberhardt, Austin Hallinan, Matt Crow, Todd Coston, Cori Ratliff, Dylan Mattina, Shannon Bliss, Kim Kelly-Schwartz,

**Absent:** Mary E. Retterer

### **III. Agenda**

**IV. Approval of Minutes from Last Meeting – August 20, 2009** – The August 20, 2009, meeting minutes were distributed via email for review and feedback and a hardcopy was provided at the meeting for approval. The action items were reviewed and the August 20, 2009, meeting minutes were accepted.

### **V. Discussion Issues**

- a) **Accreditation** (James Fay/Jill Board) – a copy of the draft Accreditation Mid-term report, submitted to the district for review, was distributed to each College Council member present. Jill recommended each College Council member read the document, really well, and close pay attention to actions and responses. Jill and Jim are taking it to each of their executive council meeting for review. Jim and Jill spent many hours talking with faculty obtaining information, once information was accurate; the document was reviewed with the edits really reflecting what we want it to say. Thank you Cori Ratliff for formatting the document for us. The document reflects a lot of hard work. It was brought to the College Council's attention that there is no table of contents included in the handout and Cori indicated that she would email the missing table of contents to the College Council members. Dr. Fay indicated that once the Accreditation Steering Committee is formed and goes forward with names, he will recommend serving on an accreditation team visit. It is good experience with excellent training. The Accreditation Steering Committee members would be assigned to sub-services and departments to coordinate with Suzie Ama and the process. Jim suggests conducting the Accreditation Steering Committee meeting right after

administrative cabinet (Mondays, 8:30 AM to 10:30 AM) in the Administrative Conference Room 229.

***Action Item:** Cori Ratliff will obtain the Accreditation Mid-term Report table of contents and disseminate it to the College Council members.*

***Action Item:** The College Council members will insert the table of contents into the Accreditation Mid-term report.*

- b) **Budget** (Jill Board)- Jill reported that there may be impending mid-year reductions and we need to plan for them. She provided the budget reduction history. Something has hit that reserve and we don't have the money complete. Gale, Lisa and Jill met, had conversations with Tom Burke, about what hit our reserve. The district deducted \$338,313 from our reserve for our portion of unfunded child care center costs. Deducting the unfunded costs from the child care center is how we handled it now. We don't know what this year's reduction will be until we receive the grant, which will determine how much general fund monies for child care is deducted from our reserve. So far the grants the child care is receiving will not even cover staffing. We were going to use for 5% of reduction for the currently reviewed plan for mid-year reduction. We do not know where the other \$162,000 from which it is coming. Jill reviewed with College Council the 3 scenarios the group development to cover the reductions. Scenario #1 and #2, the balance needs to come out of our carryover funds. When Gale Lebsack, Director of Administrative Services returns she will initiate a Budget Development Meeting, discuss history. We reviewed the Plan for Mid-Year Reductions and there is no fat. This is what we are handing to Dr. Retterer at the Budget Development Meeting and then review it point by point.

**H1N1 Guidelines** (James Fay) – last spring a memo was sent to faculty about what we would be experiencing if we had a swine flu problem; how the faculty would finish off their classes if we should have an epidemic. Dr. Fay presented for review a draft letter to the faculty and to the student intended language for the letters. The College Council reviewed the letters and recommended some corrections and Dr. Fay will incorporate the corrections into the letters. These letters would only be used in case of a pandemic breakout. Discussion ensued about how the letter would be disseminated. One of the suggestions was that the letters could be pushed out with ConnectEd. Also, there was discussion about how to address online students. Jill indicated that the Chancellor's Office probably already has language to address the situation.

***Action Item:** Jim will check with Chancellor Office for language to address the online classes regarding the H1N1.*

- c) **Campus Moodle Policy** (James Fay) – A copy of a draft of the Campus Moodle Policy as of August 25, 2009, was distributed to the College Council members

present. The draft was reviewed for language and understanding. Then, discussion ensued about the one or two faculty are offering classes online classes in a non college environment. We don't want the main course posted on other than a Cerro Coso Moodle environment. It is important to use the learning management system we have and support. We do not support the non Moodle environment. If problems occur in that environment we cannot fix them.

***Action Item:** Jim will make the suggested changes to Campus Moodle Policy and bring it back to the College Council.*

d) **College Council Meeting Calendar (All)** – The College Council reviewed the draft College Council meeting scheduled for 2009-2010. As a result of the review and discussion, the College Council decided to change the April 15 and May 6, 2009, College Council meeting due to the May 6<sup>th</sup> meeting falling on the same day as the Board of Trustees visit/meeting. The April 15, 2009 meeting was changed to April 8, 2009, and the May 6, 2009 meeting was changed to April 29, 2009.

e) **Revitalize Participatory Governance Model (All)**

- **Approval of New and Revised Subcommittees (Mary/Jill)**  
At the August 20, 2009, College Council meeting a copy of the draft proposal of Accreditation Steering committee mission, goals, and composition was distributed as well as email to College Council members. The proposal included a change to membership, added member of classified staff to the membership. Also, a proposal was made to the College Council to add the Accreditation Steering Committee to the College Council Standing Committees. Below is the proposed mission, goals, and composition of the ongoing College Council Standing Accreditation Steering Committee:

[APPENDIX \_\_\_\_]

Accreditation Steering Committee

**Mission**

To act as a standing committee to provide ongoing leadership to accreditation recommendations and action plans and provide leadership and direction in the creation of the required interim reports and accreditation self-study to the Accreditation Commission for Community and Junior Colleges.

**Goals**

- Provide accountability to Standard Areas in the progress of completing recommendations and action plans
- Participate in the development and review of the required interim reports
- Participate as team leaders on assigned standards during the self study process

**Composition**

The following positions would be ongoing members

Chair                      VP of Academic Affairs

Member VP of Student Services

Member Dean, Career Technical Education

Member Director, Distance Education and IT  
Member Chair, Curriculum & Instruction Council  
Member Coordinator, Student Learning Outcomes  
Member Faculty\*  
Member Faculty\*  
Member Faculty\*  
Member Faculty\*  
Member Classified Staff

\*Faculty representation should include one from career technical education, one from general education, one from student services, and the Academic Senate President. Some years they may overlap.]

The charge of the Accreditation Steering Committee is ongoing for the college. The Committee is a vehicle for working out the recommendation that is dictated to by the Accreditation Team. Jill indicated that we would like to add a member which is student activities coordinator/ASCC Advisor so that he/she would bring the College Council information back to the students.

Also, Shannon Bliss asked, “Is the Safety Committee part of College Council Standing Committees?” Discussion ensued about whether or not the Safety Committee should be on College Council. Jill reported that the Safety Committee is a College work committee and not part of participatory governance. She proposed formalizing the Safety Committee and adding it to the College Council’s Standing Committee, so that the College Council knows what it does. As a result of discussions, and the need for College Council to know what is going on with incidents, construction, etc., it was the consensus of the College Council to add the Safety Committee to the College Council Standing Committees, with the chair providing a quarterly report. Tammy Eberhardt, co-chair of the Safety Committee, reported that the Safety Committee is in the process of formalizing, meeting more often now, every other week, and the committee is in the process of setting up Cerro Coso IWV campus as an emergency shelter. Things are spiraling. Kathy Salisbury suggested that before the Safety Committee becomes a sub-committee, the Safety Committee needs time to get its feet on the ground. It was the consensus to the College Council that the Safety Committee develop a mission statement, goals, etc. model for their committee and submit it to the College Council for review, before the Safety Committee is added to the College Council as a Standing Committee. However, the College Council would still like a quarterly report from the Chair of the Committee.

**Professional Development Committee (Staff Development) (Jill)**

A copy of the Professional Development Committee mission, goals, use of funds, funding eligibility and composition was distributed to the Council members present. The document presented some language changes for the Council to review and approve. Jill reviewed some suggested changes to the document Professional Development Committee. Jill requested the College Council review

the Professional Development Committee document which included the mission, goals, etc. and bring feedback back to the Council.

***Action Item:** Jill will send to the College Council the proposed Mission, Goals, and Composition of the Accreditation Steering committee document of for the intent review and feedback.*

***Action Item:** Louise will obtain Daniel Foster's email address and telephone number.*

***Action Item:** We as a body (the College Council), request that the safety committee be added to the College Council Standing Committees with a quarterly report given to the College Council by the Safety Committee chair.*

*Jill will send an email to John Daly recommending he, as chair, of the Safety Committee, copying Gale Lebsock, his supervisor, request that John Daly give the College Council a quarterly report of the Safety Committee activities and events. The College Council can prioritize the committee.*

***Action Item:** Cori Ratliff will make the changes to the Participatory Governance Model.*

**Communication to Constituent Groups (Jill)**

Jill brought to the College Council's attention that communication to the constituent groups is lacking. Make sure each representative knows their rolls. We are at College Council representing our constituent groups, and the group input should provide us the direction. Also, participatory governance committee responsibilities are on *iStreams*. If you go to *iStream*, under participatory government, page 10 shows committee member responsibilities.

Kim Kelley Schwartz, faculty representative, inquired into her representation on College Council. She did not know that she was on the College Council until she started receiving emails regarding meeting attendance. Rachel Winston, previous Academic Senate President, selected Kim Kelly Schwartz to replace an outgoing faculty representative. Karen O'Connor, Career Technical Education, representative resigned from the Council representative in August 2009.

Shannon Bliss suggested posting a hard copy of the College Council meeting minutes in a public area where everyone can read them, in addition to having them posted on the web. Her reasoning is that the more we place it in public places for people to read, the more they will read them. It was the consensus of the College Council that the approved College Council meeting minutes will be posted in the mailroom.

**Action Item:** *Louise Farmer, College Council recorder, will post the approved College Council meeting minutes in the mailroom.*

**Agenda Item:** *The Participatory Governance model and other organizational structures, that might fit, be placed on the College Council's next agenda.*

## **VI. Standing Committee Reports**

- a) Budget Development
  - A Budget Development meeting is slated for Oct 5, 2009.
- b) Accreditation Update
  - The Accreditation Mid Term Report has been forwarded to the District for Review and Feedback.
  
- f) Professional Development Staff Recognition
  - September 18, 2009 IWV Staff Recognition, Jill will be presenting an *iStream* presentation and food will be provided
  - KRV & ESCC staff and faculty recognition will be held on another date
  - Mary O'Neal in conducting an in-house training session about the 50% Law and the 75/25% Law, we encourage attendance. This training will assist one in understanding what the law does and how it affects the College/District. The date is Next Friday, September 25, 2009. An additional training regarding 50% Law and 75/25 needs to be schedule for those who cannot attend on September 25, 2009.
  
- g) Technology Resource Team (TRT) Dylan
  - Working on technology plan, rebuilding from scratch, meeting weekly to make sure that gets done
  - Working on getting faculty chairs and managers technology needs to plan for next 5 years, what do you think your technology needs technology are so that they can tell IT what their needs are instead IT deciding what their needs are

It was suggested to include technology needs plan in Unit plans.

- ITV has met critical mass, TRT will make recommendation, that we reserve funds to make necessary upgrades. Cerro Coso has mixed equipment causing connection problems. The Tanberg equipment is slated for replacement and upgrading to Polycom at IWV, KRV, and ESCC. We need to get the equipment upgraded and train the people how to use it.

## **VII. Future Meeting Dates**

- b) **Next Meeting** - October 15, 2009
  
- c) **Meeting Schedule**

The College Council meeting schedule for 2009-2010 is listed below. All meetings are held on Thursdays, at 2:00 PM – Admin Conference Room 229, unless otherwise notified.

<b>2009</b>	<b>2010</b>
<del>July 16, 2009 Canceled</del>	January 21, 2010
<del>August 20, 2009</del>	February 18, 2010
<del>September 17, 2009</del>	March 18, 2010
October 15, 2009	April 8, 2010
November 12, 2009	April 29, 2010
December 10, 2009	June 17, 2010

### **VIII. Announcements**

- Kim Kelly announced that the students are hosting a Freddie Horn concert this Saturday, September 19, 2009, bring your lawn chair, located in Sculpture Garden
- Austin Hallinan announced that a list of upcoming artists and events is on the web page. A copy of the ASCC 2009 Fall events is listed below:
  - Sept 14-17 Week of Welcome
  - September 18, 2009 Coyote Pride/Pancake Breakfast
  - September 19, 2009 Concert in the Park
  - October 9, 2009 Dr. Tom Foggia Performs
  - October 10, 2009 Concert in the Park
  - October 16-17 CCCSAA Conference
  - October 26-30 Spook Week
  - November 6-8, 2009 General Assembly
  - November 20, 2009 Men of Worth
  - November 21, 2009 Concert in the Park
  - December ASGA Conference
- The first Open Mic Night is Tuesday, September 22, 2009. All are invited to attend/participate next Tuesday's Open Mic Night.

**IX. Future Agenda Items**

- Revitalization of Professional Development Model
- Review and Update of the Professional Development Committee Mission, Goals, Composition (use for funds if appropriate), Funding Eligibility
- Status of the Development Safety Committee Mission, Goals, Composition (use of funds is appropriate), Funding Eligibility

**X. Adjournment**

The meeting adjourned at 3:48 PM.

Recorder: Louise Farmer



# **Cerro Coso College Council**

## **Meeting Agenda**

October 15, 2009

2:00 PM

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Matthew Crow

### **I. Call to Order**

### **II. Roll Call**

### **III. Approval of Minutes from Last Meeting – [August 20, 2009]**

### **IV. Discussion Issues**

- a)
- b)
- c)
- d)

### **V. Information Issues**

- a) Safety Committee Presentation (John Daly/Tammy Eberhardt)
- b)
- c)
- d)

### **VI. Standing Committee Reports**

- a) Budget Development Committee
- b) Accreditation Update
- c) Accreditation Standing Committee
- e) Professional (Staff) Development Committee
- f) Strategic Planning Committee
- g) Facilities Committee
- h) Emergency Planning - Committee
- i) Technology Resource Team (TRT)

### **VII. Ad Hoc Committee/s**

### **VIII. Future Meeting Dates**

- a) **Next Meeting** - November 12, 2009
- b) **Meeting Schedule**

The College Council meeting schedule for 2009-2010 is listed below. All meetings are held on Thursdays, at 2:00 PM – Admin Conference Room 229, unless otherwise notified.

**2009**

~~July 16, 2009 – Canceled~~  
~~August 20, 2009~~  
~~September 17, 2009~~  
~~October 15, 2009~~  
November 12, 2009  
December 10, 2009

**2010**

January 21, 2010  
February 18, 2010  
March 18, 2010  
April 08, 2010  
April 29, 2010  
June 17, 2010

**IX. Future Agenda Items**

**X. Adjournment**

# **Cerro Coso College Council Meeting Minutes**

October 15, 2009

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Matthew Crow

## **I. Call to Order: 2:06 PM**

## **II. Roll Call**

**Present:** Matt Crow, Heather Ostash attending for Jill Board, Cheryl Gates, Valerie Karnes, Dylan Mattina, John Daly, Steve Busby, Shannon Bliss, Claudia Sellers, James Fay, Tammy Eberhardt, James Fay (via KRV), Deanna Campbell (via ESCC), Austin Hallinan, Gale Lebsock, Mary O'Neal

**Guest:** Steve Busby, John Daly

**Absent:** Mary Retterer, Cori Ratliff, Kim Kelly Schwartz

**III. Approval of Minutes from Last Meeting – [September 17, 2009]** – The September 17, 2009, College Council meeting minutes were distributed via attachment through email, and a hardcopy was disseminated at the meeting for review and feedback. The Co chair reviewed action items. The College Council accepted the September 17, 2009, meeting minutes with corrections.

## **IV. Review of Action Items from September 17, 2009 Pending**

**Action Item:** *Jim will make the suggested changes to Campus Moodle Policy and bring it back to the College Council.*

**Action Item:** *Cori Ratliff will take the changes to the Participatory Governance Model and incorporate the changes into the Participatory Governance Model.*

**Agenda Item:** *The Participatory Governance model and other organizational structures that might fit be placed on the College Council's next agenda.*

## **V. Information Issues**

- a) **Safety Committee Presentation** (John Daly/Tammy Eberhardt/Steve Busby)
  - Mission Statement and Goals, including the committee makeup, were distributed for review

**Mission Statement**

*“The Cerro Coso Safety Committee’s mission is to promote campus security by preparing the college to respond effectively to a range of safety related issues”*

**Goals**

1. *Develop a campus safety check list to ensure that we have a safe campus and conduct documented campus safety surveys that are site specific.*
2. *Clearly define the mission of this committee and its scope.*
3. *Implementation of the College Emergency Management Operations Plan.*
4. *Identify expectations of staff during an “on-campus event” and identify specific training opportunities to meet identified expectations.*
5. *Conduct a monthly documented training exercise, which addresses an identified need, clearly identifying goals and objectives for the exercise.*

- The Safety Committee have changed their title to the Safety and Security Committee (S&SC), membership includes

**Safety & Security Committee Membership**

<b><u>NAME</u></b>	<b><u>REPRESENTATION</u></b>
<i>John Daly (Chair)</i>	<i>Administration</i>
<i>James Fay</i>	<i>Administration</i>
<i>Deanna Campbell (ESCC)</i>	<i>Administration</i>
<i>Clint Dougherty</i>	<i>Administration</i>
<i>Jennifer San Nicolas</i>	<i>Child Development Center</i>
<i>Mary Retterer</i>	<i>Committee Oversight</i>
<i>Steve Busby</i>	<i>Faculty</i>
<i>Mike Metcalf</i>	<i>Faculty</i>
<i>Tammy Eberhardt (Co Chair)</i>	<i>Classified</i>
<i>Dan Johnson</i>	<i>Classified</i>
<i>Inge Olsen (KRV)</i>	<i>Classified</i>
<i>Bill Planchon (ESCC)</i>	<i>Classified</i>
<i>Kathy Salisbury (Recorder)</i>	<i>Classified</i>
<i>Al Skinner</i>	<i>Student</i>

- The S&SC has a budget of \$8,400 from that account two trauma bags and 12 new two way radios were purchased, along with a new base station, 18 two-way radios were purchased last year, totaling 40.
- The S&SC will identify the appropriate locations for the 12 new two-way radios as soon as they are received
- The S&SC will provide training in the use of the two-way radios
- The S&SC is the process of developing a plan for the distribution of the Emergency Preparedness Plan, currently at the State Chancellor’s Office for approval

- In the meantime, Cerro Coso is going to recreate Emergency Response flip chart (used at Bakersfield College) to provide easy guidelines for Cerro Coso in an incident

It was suggested that the S&SC include in the Emergency Response Flip Chart information regarding closing the communication loop.

***Action Item:** The S&SC will include in the Emergency Response Flip Chart, information about closing the communication's loop*

Steve Busby indicated that the Safety & Security Committee needs to be clearly defined, what are the expectations of the committee, is the Committee going to offer training to staff? Steve believes the Committee should develop a plan and implement the plan to develop its expectations.

***Action Item:** Matt will request two adjunct faculty members to serve on the Safety and Security Committee.*

Discussion ensued about the emergency response process.

- The first responder should call 911
- Communicate to Staff that the Incident Commander (first responder) may call 911
- The need for some type of campus internal amber alert,
- There needs to be a systematic search and someone control that search
- Expectations of the offices, staff, and security guard involved in incident

The College Council was provided with several incident scenarios to review, once an incident happens, how does our system work or does it not work? As a result of reviewing the scenarios, discussion ensued about some of the dos and don'ts.

- Cheryl Gates recommended administration conduct annual mandatory training
- Todd Coston suggested to begin with a training baseline, build and grow from there
- Tammy indicated that she had an electronic version of Bakersfield College's Emergency Response system for the S&SC to adapt to Cerro Coso.

***Action Item:** The S&SC will adapt the Bakersfield College's Emergency Response guidelines and adapt it to Cerro Coso.*

- The S&SC would like to coordinate with the Professional Development Committee for professional training. There is a difference between disaster training, and dealing with smaller incident issues.
- Mary O'Neal suggested the S&SC layout a two or three year syllabus for a long term sustainable plan
- Gale Lebsock suggested developing a weekly safety and security email, or safety and security tip of the month to communicate back to staff

Cheryl Gates asked the S&SC to define our liability policy of response, related to staff responders who are asked to assist in an incident, such as Steve Busby, Mike Metcalf, and herself, it can be problematic! Discussion ensued about liability.

- Is there a policy defining what we do and what we shouldn't do? Someone has to give us the authority.
- There is no equipment to take care of a victim
- What if it is gang related incident, whose responsibility is it to respond? What is the responsibility of the responder?
  - The Safety & Security Committee is looking at responder responsibilities?

If the S&SC is a sub-committee the College Council, does the College Council give the Committee our authority? If so, what is our directive?

The S&SC has been elevated to a subcommittee of College Council. It is reasonable for College Council to give its charge. The College Council can reach a consensus to make a recommendation to the president. Discussion ensued about direction, training, incident response.

- The S&SC needs direction now, starting with getting a sense of what items are needed immediately, but if we have a disaster, Cerro Coso is on own. Do we have any ideas what to do?
- Start with its ok to call 911! Then, as people get trained, expand from that.
- Meanwhile, we start doing day to day operations training. Building on training on a continual basis. Start thinking every little incident deploying the system on a day to day scale, broadening that structure, reinforcing terms and structure. Graduation is an excellent planned event in using the Incident Command System. Start using terms, along with an operations chief. We do a lot of these responses in our daily lives; we just don't make the connection.

It is the consensus of the College Council to recommend to the President that the Safety and Security (S&SC) be a subcommittee of the College Council.

## **VI. Standing Committee Reports**

### **a) Budget Development Committee – Gale Lebsock**

- The Committee met last Thursday morning, October 8, 2009, to update the budget status since the Committee met in summer
- The Budget went to Board in July, 2009, with the Board reluctantly approving the budget so we could pay bills, at that point, the budget was out of compliance with the 50%, Law, which was later corrected
- The Colleges were asked to reduce the budget 5%, with 1 ½ days to the complete work, tried to work within the discussion of Budget Development Committee
- Cerro Coso balanced by removing food, except for community contact, Staff Development Travel, meanwhile the allocation changed a little bit, made some

initial staff reductions, categorical budgets came in at different rates, such as assessment

- The budget was adopted at the September 2009 Board meeting
- The Board charged the Colleges with finding an additional 5% cut facing a potential mid-year reduction to be made with operational dollars
- The deficit funding factor within the Budget Allocation Model, was cut from the current allocation, budgeting to the funded FTES funding. We stabilize on FTES level. Our charge from the Board was to cut \$832,000
- Since Cerro Coso under budgeted this year, the funds were put back into the reserves, but we were asked to budget for the underfunded Child Development Centers (CDC), projected to be \$338, 000, a denominator expense
- Next Tuesday, the Budget Development Committee will meet to comply with Board's charge to develop a plan with adjustments so that we can make to our budget, we are still treating CDC's underfunded labor and expenses as a onetime expense, against our carryover. As long as they operate as they are now, we will be subsidizing the CDC's unfunded labor and expenses now and in the future. The College was charged this year with the CDC deficit.

Discussion ensued about the CDCs deficit and is there a viable way to preserve the CDC and preserve jobs. The bottom line is that the CDC labor alone exceeds their revenue, a straight denominator expense.

It is the consensus of the College Council to pay the underfunded CDC labor and expense for this year from carryover and not operational funds, but seek negotiations district-wide for future years of underfunded CDC labor and expenses.

- b) **Accreditation Update** – It was the consensus of the College Council to add the Accreditation Steering Committee as a subcommittee to the Standing Committees of the College Council.

*Action Item: Matt Crow will contact Cori Ratliff to add the Accreditation Steering Committee to the Participatory Governance Model.*

- c) **Professional Development Committee** – Did not meet.
- d) **Strategic Planning Committee**– Mary O'Neal reported that there are major concerns that came out of the Academic Senate regarding the Strategic Plan that need revision, reflecting current fiscal year.
- e) **Technology Resources Team** – Dylan
- The TRT is conducting a survey collecting input for a 1-3 years needs plan.
  - The iTV equipment upgrade discuss at the last College Council meeting is moving forward

Discussion ensued about not committing our funds to iTV upgrading equipment at ESCC, IWV, and KRV.

Discussion ensued about iTV training issues and the iTV equipment upgrade

- Dylan Mattina and Matt Hightower are charged with developing an iTV training plan

The faculty representations on the College Council suggested postponing the iTV equipment upgrade until the proposal is to review by the Academic Senate.

The faculty representations on the College Council objected to Dr. Retterer's email regarding the upgrade of the iTV equipment, stating that the Academic Senate had not yet reviewed the proposal.

## **VII. Future Meeting Dates**

a) **Next Meeting** - November 12, 2009

### **b) Meeting Schedule**

The College Council meeting schedule for 2009-2010 is listed below. All meetings are held on Thursdays, at 2:00 PM – Admin Conference Room 229, unless otherwise notified.

<b>2009</b>	<b>2010</b>
<del>July 16, 2009 – Canceled</del>	January 21, 2010
<del>August 20, 2009</del>	February 18, 2010
<del>September 17, 2009</del>	March 18, 2010
October 15, 2009	April 08, 2010
November 12, 2009	April 29, 2010
December 10, 2009	June 17, 2010

## **VIII. Future Agenda Items**

### **IX. Adjournment**

The meeting adjourned at 4:50 PM.



# **Cerro Coso College Council**

## **Meeting Agenda**

November 12, 2009

2:00 PM

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Matthew Crow

### **I. Call to Order**

### **II. Roll Call**

### **III. Approval of Minutes from Last Meeting – [October 15, 2009]**

### **IV. Discussion Issues**

- a) Strategic Plan in Light of Current Realities (Mary O'Neal)
- b) Enrollment Management
  - What is our process and where are we?
  - Where do we want to be?
  - How are we going to get there?
- c) iTV Equipment Purchase Status Update (Mary O'Neal)
- d) Purpose of College Council (Mary Retterer)

### **V. Information Issues**

- e)
- f)
- g)

### **VI. Standing Committee Reports**

- a) Budget Development Committee
- b) Accreditation Update
- c) Accreditation Standing Committee
- h) Professional (Staff) Development Committee
- i) Strategic Planning Committee
- j) Facilities Committee
- k) Emergency Planning - Committee
- l) Technology Resource Team (TRT)
- m) Safety & Security Committee

### **VII. Ad Hoc Committee/s**

**VIII. Future Meeting Dates**

a) **Next Meeting** - December 10, 2009

**b) Meeting Schedule**

The College Council meeting schedule for 2009-2010 is listed below. All meetings are held on Thursdays, at 2:00 PM – Admin Conference Room 229, unless otherwise notified.

**2009**

~~July 16, 2009 – Canceled~~

~~August 20, 2009~~

~~September 17, 2009~~

~~October 15, 2009~~

November 12, 2009

December 10, 2009

**2010**

January 21, 2010

February 18, 2010

March 18, 2010

April 08, 2010

April 29, 2010

June 17, 2010

**IX. Future Agenda Items**

**X. Adjournment**

# **Cerro Coso College Council Meeting Minutes**

November 12, 2009

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Matthew Crow

## **I. Call to Order: 2:05PM**

## **II. Roll Call**

**Present:** Mary Retterer, Matt Crow, Kim Schwartz, Shannon Bliss, Jim Fay, Austin Hallinan, Cori Ratliff, Gale Lebsock, Deanna Campbell, John Daly, Kathy Salisbury, Cheryl Gates, Annette Hodgins, Heather Ostash (attended on behalf of Jill Board), Valerie Karnes, Natalie Dorrell,

**Absent:** Jill Board, Tammy Eberhardt, Dylan Mattina

**III. Approval of Minutes from Last Meeting – [October 15, 2009] –** The October 15, 2009, College Council meeting minutes were distributed via attachment through email, and a hardcopy was disseminated at the meeting for review and feedback. The minutes were approved as submitted.

**IV. Review of Action Items from October 15, 200—**Pending

## **V. Discussion Issues**

- a) Strategic Plan in Light of Current Realities—Dr. Retterer will send out the most recent version of the Strategic Plan with proposed revisions incorporated. Dr. Retterer requested volunteers to assist her with completing the revised plan. Shannon Bliss, Paula Suarez, and Kathy Salisbury volunteered to assist. Once the plan is completed, it will be sent out to everyone for review.
- b) Enrollment Management—
  - What is our process and where are we?— if we have to lower the cost, we are trying to pick the sections needed to best serve students' needs. We are also looking closely at what courses are being offered that do not meet transfer requirements; these are nice to take, but not necessarily needed. Some of the courses that are nice to teach and nice to learn may be eliminated because of budget reductions and the fact that we simply cannot afford to offer them. In the process of determining what courses will be offered, the Department Chairs must be careful regarding certain majors and what classes are needed for those majors.  
Other areas being closely looked at include what types of advertising and cost yields what kind of bumps in enrollment. Additionally, there has been a reduction in number of printed schedules and how it is formatted. To pay for

these to be printed and inserted into the newspapers or mailed out would cost over \$50,000.00. Since we did not need to grow and didn't need a big spring, a conscious decision was made a year ago to not print the documents in full color or mail them out. The FTEs did decline as a result of less advertising which indicates the community needs a reminder to enroll in classes. With that in mind, the rapid view version of the schedule was developed, printed, and distributed by placing them at the District, the library, and the other college sites.

- Where do we want to be?—we should be just higher than what we are told is our target. We do not know next year's FTES target yet because we don't have a budget allocation yet. Our goals are measured by summer, fall, and spring semesters. Since our summer was huge last year and fall was up, we must have a lower spring FTES or we begin educating for free since we do not get money back for it. Currently, our FTES goal for Spring 2010 is 1,220, however Dr. Retterer stated that she doesn't want to stop at 1220 but rather to 1250. She is going to ask Lisa Fitzgerald for statistics regarding previous semesters, focusing on first day enrollment numbers vs. census date drop rates. This will determine, historically, what our drop rate is and how it equates. She doesn't want to open more sections if they are not truly needed. Wait-listing is being implemented at Cerro Coso for Spring 2010, and that will hopefully help with enrollment management for all classes.

Faculty should encourage the students to enroll as early as possible to ensure they get the courses they need and the instructors they want. They should also be encouraged to show up on the first day of classes because of the wait-list implementation and the fact that they could be dropped from the class if they fail to attend on the first day. It will be extremely important for all faculty members to be consistent with dropping students for not attending. It was announced that Charlie Chang will be on campus November 19<sup>th</sup> to provide training on the wait-listing process. Cori stated that the training will be recorded and archived so that the training will be available for those who cannot attend on that date. A tutorial will also be created. It was suggested that informational flyers be created and posted in locations like inside the elevators, on restroom doors, etc., so that students are made aware of wait-listing policies, etc.

- How are we going to get there?—currently, 20 students are required per class for classes with no prerequisites; 24 students per class are required for classes that require prerequisites. Classes that fall below that level of enrollment will be cancelled unless it is a class needed for graduation. It is nearly impossible to make a blanket decision and stick to it, but we need to try whenever possible.
- b) iTV Equipment Purchase Status Update (Mary O'Neal)—Mary O'Neal was not present at the meeting, but Dr. Retterer reported that the purchase order has been submitted, research is being done, and the vendor has been on campus and met with some faculty . This is all custom made stuff and it would have to be built and made

ready for installation before Martin Luther King Day because, ideally, we would like to have it in place so it can be tested within the first two weeks of January when staff is here to assist with the testing. Unfortunately, the merchandise ordered may not arrive in time to be implemented for spring 2010 semester because we waited so long to place the order. However, if the equipment is received in time, it will, hopefully, be set up during Spring Break. Training sessions will be scheduled to accommodate faculty members. Faculty members will be asked their preference of whether or not they want to change technology mid-term, even though they may not have a choice unless they want to wait for summer. If it interferes with the Bridge, they may not want to wait until summer. Dylan Mattina has the list serve of instructors who are teaching via iTV so Dr. Retterer will ask him to query those individuals about their preference if the need arises, based on when the equipment is actually delivered. It was suggested that iTV equipment training be made available to all faculty regardless of whether they are currently teaching via iTV.

- c) Purpose of College Council (Mary Retterer)—Dr. Retterer provided Council members with a draft document (Basis for Cerro Coso College Council) that outlined the charge of the Council, the duties of its members, and adopted procedures. The document mirrors the District Consultation document with some changes made so that it is focused toward Cerro Coso's College Council. Council members stated that this document should be reflective of and parallel with the Participatory Governance Document. Council members approved the document as it was presented with only one minor change regarding how information will be distributed.

#### Charge of Council

College Council is a collegial consultative body designed to serve the good of the College and the District. The group facilitates timely, factual, and clear communication between constituents and the President as a means to help make informed college-wide decisions.

#### Duties of Members

Members of the Council fill a unique place in the College's structure. As members, they are the primary and most visible representative of their constituent groups. They set the standard for civility, candor, and accuracy in collegial discussion, within Council meetings and in their interactions with others in the college communities. Members are conduits of information to and from their respective groups. They should strive to understand and accept diverse points of view while attempting to reach a consensus to best serve the College as a whole.

#### Procedures

Agendas, minutes, and support documents will be provided at least two (2) working days before any scheduled meetings whenever possible. The minutes will reflect actions discussed. Issues and ideas should be reported without being attributed to specific Council members.

The College Council is a select group; invited guests are appropriate if they are relevant to an agenda item with the understanding that they may only contribute via their representative, not directly to the Council unless otherwise invited to do so.

At the close of each session, time will be set aside to recap the meeting. The group will decide those issues that are not to be taken back immediately to their respective constituent groups and those issues that should be deferred until the next meeting.

The goal of the College Council is to provide accurate, factual information. When asked a specific question by a constituent, a Council member may respond with appropriate information if it is available. If the information is not available at that time, the Councilmember should either inform the constituent that he or she will get the requested information or will direct the question to a more appropriate person, who will respond to the constituent.

The group then discussed the handout and questions were raised concerning how information is disseminated to all constituent groups. It was suggested that the College Council agenda be published and the minutes be posted where everyone has access to read them. It was determined that the minutes, once approved, will be sent out by Louise Farmer to cc\_all. Council members were urged to ask their colleagues if they have seen and read the minutes.

## **VI. Information Issues**

- a) Holiday break closure—from December 21<sup>st</sup> through January 3<sup>rd</sup>, classified staff will not be on campus. Administrators will either be on campus or expected to take vacation for December 21<sup>st</sup>, 22<sup>nd</sup>, and 23<sup>rd</sup>. The college will not be open to the public during this time. John Daly will have the red phone during those two weeks, in case there is an emergency; the number is 760 382-1378.

## **VII. Standing Committee Reports**

- a) Budget Development Committee – Gale Lebsock and Mary Retterer provided an update on the 2010-2011 budget. Unfortunately, the budget situation appears bleak for 2010-2011 and probably for the next couple of years after that. We could be facing as much as a 20% budget reduction over the next year, and we must have a plan in place, before the fact, in the event such deep cuts occur. Reductions need to be such that the basic services, basic instructional needs, and basic support needed to keep the college operational are preserved even if the size of the college shrinks. Dr. Retterer would like to have plans in place for 5, 10, 15, and 20% reductions so that we are not scrambling at the last possible minute to make budget reductions. There was no concrete news to share due to the fact that we do not have a Performa budget from the state and the Governor doesn't issue the re-vise until the end of January. The Budget Development Committee will be meeting again before the end of the semester. It was noted that the Budget Development Committee does not determine the budget allocation; that is determined by the District allocation model.

- b) Accreditation Update –Everyone was encouraged to become very familiar with the Accreditation Self-Study and the Accreditation Mid-term Report because accreditation should be an ongoing process. The next accreditation visit will be in 2012. Dr. Retterer requested names be submitted for people to serve on an on-going Accreditation steering committee. Some positions have already been defined, but more people are needed. There will not be a lot of meetings until the accreditation year rolls around, but since this is a way of life vs. a deadline, the committee needs to be formed now and begin preparing for the next accreditation year. Once members are identified, the group can determine Chair, Co-chair, etc.
- c) Professional Staff Development Committee –Cori Ratliff reported that the committee met on November 3, 2009. The committee now has a student representative, Matt Foster. Margaret Hunter is the committee Chair and Matt Crow is going to be the Co-chair for input for the State flex report. Penny Talley shared with committee that she had a flex day activity that dealt with Veterans as new students. She and Dave Cornell will be checking into different types of presentations available for the future. She also reported that with the funding availability, we are seeing an influx of Vet students at Cerro Coso.
- d) Strategic Planning Committee– reference Item A under the Discussion area located above on Page 1.
- e) Facilities Committee—John reported on behalf of Joann Clark. The Science modernization is approximately 50% completed; a tour was given last week. The committee has not met for two weeks but is scheduled to meet next Wednesday to bring everyone up to date. The Student Center and Fine Arts projects are coming up. The Fine Arts project went to the Board of Trustees last week and was awarded; mobilization of that project is anticipated to begin the end of December 2009. Currently, the college is working on a major parking lot and driveway maintenance project costing nearly a half million dollars. The LRC parking lot will be paved probably in June or July 2010; this will increase the number of parking spaces available. The college is looking for augmentation of funds through a grant. If the grant is received, the funds will not be made available until July 2010.

The last information received on when Administration would be moved back down to the second floor indicated the move will occur before the beginning Spring semester. This is for the Administrative area only; Counseling and Special Services will not be moved at the same time. John Daly will confirm that information and report back.
- f) Emergency Planning Committee—No report given.
- g) Technology Resource Team (TRT)–Cori reported that she tracks all the IHT sessions, when and where it was offered, the names of the trainers, and the names of the trainees. That is done so that individuals who attend at least ten training sessions and trainers who have conducted ten sessions can be issued a certificate. Bonita Robison has informed the committee that Basic Skills has some funding

that could be used for Basic Skills training and that perhaps it could be pooled with other money to hold a presentation or additional training.

- h) Safety & Security Committee—John Daly reported that the Safety Committee has been really busy. Training is being scheduled. All new radios are in and will require additional training. Trauma bags were delivered to Cheryl Gates and Mike Metcalf today. Mary and John met with TelTec Security Corp. last week regarding alarms, cameras, etc. At KRV, John met with owner of the building and convinced him to add more lighting in the back parking lot; no time line was established for getting the work done. Exit maps have been updated for KRV and radios have been delivered; there will need to be training provided for using the radios and that will be scheduled as quickly as possible. Jim O'Connor and Annette Hudgins have joined the committee as new members. John announced that District will be providing AED training but he will get an update from Clint Dougherty regarding when, where, etc. The initial training will come from the corporation that the AEDs were purchased from, but we will be allotted a specified number of training slots. A list of initial trainees has been submitted to District. John will follow up with the concept of training the trainers. The ASCC President, Austin Hallinan, approached John to ask if it is okay for students to attend the Fire Extinguisher training and he was told that it would be a good idea. Dr. Retterer supported that decision stating that since the Student Body is so active with events on campus, it would be to our benefit to have them trained on using a fire extinguisher. Cheryl Gates stated that she would be sending the nursing students to the training.

Cori Ratliff is concerned that we may be putting our plan in the public's eye because she is afraid the wrong person (people) will see it. Her concern pertained to potential bad guys knowing the exit routes, the evacuation areas during an incident, etc., and taking steps to sabotage escape routes and/or meeting places. It was pointed out that the Emergency Response Charts, evacuation routes, and gathering places will be posted in each room. The Safety & Security Committee want to post this type of information on the Cerro Coso website so that everyone has access to it. Passwords and incident codes would not be posted.

**VIII. Ad Hoc Committee(s)**

There were no reports in this area.

**IX. Future Meeting Dates**

- a) **Next Meeting** - December 10, 2009

- b) **Meeting Schedule**

The College Council meeting schedule for 2009-2010 is listed below. All meeting are held on Thursdays, at 2:00 PM – Admin Conference Room 229, unless otherwise notified.

2009
<del>July 16, 2009 - Canceled</del>
<del>August 20, 2009</del>

2010
January 21, 2010
February 18, 2010



~~September 17, 2009~~  
~~October 15, 2009~~  
~~November 12, 2009~~  
December 10, 2009

March 18, 2010  
April 08, 2010  
April. 29, 2010  
June 17, 2010

**X. Future Agenda Items**

**XI. Adjournment**

The meeting adjourned at 3:36 PM.

DRAFT

# ***Cerro Coso College Council***

## ***Meeting Agenda***

December 10, 2009

2:00 PM

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Matthew Crow

### **I. Call to Order**

### **II. Roll Call**

### **III. Approval of Minutes from Last Meeting – [November 12, 2009]**

### **IV. Discussion Issues**

- a)
- b)
- c)

### **V. Information Issues**

- a)
- b)
- c)

### **VI. Standing Committee Reports**

- a) Budget Development Committee
- b) Accreditation Update
- c) Accreditation Standing Committee
- d) Professional (Staff) Development Committee
- e) Strategic Planning Committee
- f) Facilities Committee
- g) Emergency Planning – Committee
- h) Technology Resource Team (TRT)
- i) Safety & Security Committee

### **VII. Ad Hoc Committee/s**

### **VIII. Future Meeting Dates**

a) **Next Meeting** - January 21, 2009

b) **Meeting Schedule**

The College Council meeting schedule for 2009-2010 is listed below. All meetings are held on Thursdays, at 2:00 PM – Admin Conference Room 229, unless otherwise notified.

**2009**

~~July 16, 2009 – Canceled~~

~~August 20, 2009~~

~~September 17, 2009~~

~~October 15, 2009~~

~~November 12, 2009~~

December 10, 2009

**2010**

January 21, 2010

February 18, 2010

March 18, 2010

April 08, 2010

April 29, 2010

June 17, 2010

**IX. Future Agenda Items**

**X. Adjournment**

# **Cerro Coso College Council**

## **Meeting Minutes**

December 10, 2009

2:00 PM

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Matthew Crow

### **I. Call to Order : 2:37 pm**

### **II. Roll Call**

**Present:** Austin Hallinan, Kathy Salisbury, Shannon Bliss, Mary Retterer, Matt Crow, Heather Ostash for Jill Board, Valerie Karnes, Annette Hodgins, Kim Kelly Schwartz, Tammy Kinnan, Natalie Dorrell, Cheryl Gates, Gale Lebsock, Deanna Campbell via video,

**Absent:**

**III. Approval of Minutes from Last Meeting – [November 12, 2009]** - The November 12, 2009, meeting minutes was approved with minor corrections.

### **IV. Discussion Issues**

- a) **Strategic Plan,** - The College Council was presented with the final draft of the revised Strategic Plan for review and finalization. Matt indicated that Academic Senate reviewed the draft Strategic Plan provided a few word changes. Suggested changes were made to incorporate into the draft strategic plan.

***Action Item:** Kathy Salisbury will incorporate the changes into the Strategic Plan.*

***Action Item:** Kathy Salisbury will type up changes ASAP and submit it to College Council.*

***Action Item:** The College Council was asked to make a commitment to read the draft Strategic Plan for finalization to be printed in January 2010. The revised Strategic Plan is going to press in January 2010.*

|

### **V. Standing Committee Reports**

- b) **Budget Development Committee** - How to look at a budget? (Dr. Retterer) A copy of the – CCCC Potential Budget reductions (5, 7, 10% impacts) was distributed to the Council for review. We do not know what the Governors' budget is going to be until January 2010. Tom Burke, CFO, KCCD, has collected the collection shortfalls for 2010-2011 Budget. All together the states' deficiency is approximately \$21 billion. The Governor anticipates the results of this deficit is that much of the cuts will be directed toward education, specifically community colleges. Dr. Retterer reported that we don't know yet what the state is going to do with categorical funds, but the overall look is to be about a 10.9% reduction for next year. This year we are in balance; when we got our allocation and met our goal, we put \$900,000 in reserves, and held out that amount of money in case more reductions or mid-year reductions came. We still have about \$750,000 in reserves. First piece really there. Don't know yet what is going forth with district reserves. Probably at the February 2010 Board Meeting, we will face a number on course reductions are tentative reductions. Also, Students Services haven't met yet, so those slots are empty. Edison is not giving us all the credit from energy generated through the photovoltaic field; Gale is investigating. A number of positions are up for reclassification. Reserves were left blank because we don't know the amount. The down side of using reserves, next year we still have \$500,000 to pay for shortfalls is how it affects the 50% Law. There are a lot of, "I don't knows" still. Discussion ensued about reducing paper schedules, advertising costs.

*Action Item: Gale will investigate the Southern California Edison credit for energy generated through the photovoltaic field.*

*Acton Item: Tammy (Eberhardt) Kinnan will inquire into the cost of schedules, and report back to the College Council.*

Budget discussion ensued about the potential \$800,000 cut, the Faculty Chairs need to identify \$400,000 and the College Council Budget Development Committee needs to identify \$400,000. According to information, a mid-year cut is under discussion at the state, but is unlikely with no major cut this year. The handout will be put into a different format next year; next time we will have numbers for student services and more information from the state, but we don't have to deal with this situation until the 19<sup>th</sup> of January.

- a) **Technology Resource Team (TRT)** – Dylan reported that the iTv Order is slated to be delivered on or before December 21<sup>st</sup>. Arrangements have been made for delivery up north (ESCC) to be installed by spring semester.

## VI. Future Meeting Dates

a. **Next Meeting** - January 21, 2009

b. **Meeting Schedule**

The College Council meeting schedule for 2009-2010 is listed below. All meetings are held on Thursdays, at 2:00 PM – Admin Conference Room 229, unless otherwise notified.

**2009**

~~July 16, 2009 – Canceled~~  
~~August 20, 2009~~  
~~September 17, 2009~~  
~~October 15, 2009~~  
~~November 12, 2009~~  
December 10, 2009

**2010**

January 21, 2010  
February 18, 2010  
March 18, 2010  
April 08, 2010  
April 29, 2010  
June 17, 2010

**VII. Adjournment**

The meeting adjourned at 4:05 PM.

Recorder: Louise Farmer

# ***Cerro Coso College Council***

## ***Meeting Agenda***

January 21, 2010

2:00 PM

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Rachel Winston

### **I. Call to Order**

**Present:**

**Guest:**

**Absent:**

### **II. Roll Call**

### **III. Approval of Minutes from Last Meeting – [December 10, 2009]**

### **IV. Discussion Issues**

- a) [Description of Item]
- b) [Description of Item]

### **V. Information Issues**

- a) [Description of Item]
- b) [Description of Item]
- c) [Description of Item]

### **VI. Standing Committee Reports**

- a) Budget Development
- b) Accreditation Steering Committee
- d) Professional Development
- e) Strategic Planning
- f) Facilities
- g) Emergency Planning
- h) Technology Resource Team (TRT)

### **VII. Ad Hoc Committee/s**

- a) Participatory Governance Policy Update

**VIII. Future Meeting Dates**

- a) Next Meeting
- b) Meeting Schedule

**IX. Future Agenda Items**

**X. Adjournment**



# ***Cerro Coso College Council***

## ***Meeting Agenda***

February 18, 2010

2:00 PM

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Matt Crow

### **I. Call to Order**

### **II. Roll Call**

### **III. Approval of Minutes from Last Meeting – [December 10, 2009]**

### **IV. Discussion Issues**

- a) May 6, 2010 Meeting Conflict between Board Visit and College Council Meeting
- b)
- c)

### **V. Information Issues**

- a)
- b)
- c)

### **VI. Standing Committee Reports**

- a) Budget Development
- b) Accreditation Steering Committee
- d) Professional Development
- e) Strategic Planning
- f) Facilities
- g) Emergency Planning
- h) Technology Resource Team (TRT)
- i) Safety Committee

### **VII. Ad Hoc Committee/s**

- a) Participatory Governance Policy Update

### **VIII. Future Meeting Dates**

- a) Next Meeting
- b) Meeting Schedule

### **IX. Future Agenda Items**

## **X. Adjournment**

# ***Cerro Coso College Council***

## ***Meeting Minutes***

February 18, 2010

2:00 PM

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Matt Crow

### **I. Call to Order 2:04**

**Present:** Mary Retterer, John Daly, Kathy Salisbury, Shannon Bliss via Video KRV, Kim Kelley, James Fay, Claudia Sellers, Cheryl Gates, Tammy Kinnan, Heather Ostash, Matt Crow, Gale Lebsock, Austin Hallinan, Erie Johnson

**Absent:** Annette Hodgins, Dylan Mattina, Deanna Campbell, Natalie Dorrell, Valerie Karnes, Jill Board,

**Guests:** Christian Sherman, Calvin Johnson, Eric Tobias, Brandon McGinnis, Josh Haeffle, Melinda Fogle Oliver

### **II. Roll Call**

**III. Approval of Minutes from Last Meeting – [December 10, 2009]** – The December 10, 2009 meeting minutes were disseminated previous to today's meeting via email, and a hardcopy was distributed for review and feedback at the meeting. The December 10, 2009, meeting minutes were approved as written.

### **IV. Discussion Issues**

b) Theatre Arts Program – Representatives from the Theater Arts Club, Program, and its faculty (Christian Sherman, Calvin Johnson, Eric Tobias, Brandon McGinnis, Josh Haeffle, Dr. Melinda Fogle Oliver, faculty, attended the College Council meeting today to defend and justify the potential cutting of the Theatre Arts Program.

The students and faculty of the Theater Arts Program and Club spoke to the College Council presenting their perceptions and opinions in terms of the Theatre Arts Program's survival, including stating that students benefit in many ways from the Program. Students learn:

- Confidence
- Design, in terms of media arts
- Electronics

- Engineering
- Hands on experience with set design
- Public Speaking, even when uncomfortable

Another comment was that the program entices high school students to attend Cerro Coso. The program is not dependent on the use of the Lecture Center for its performances. The students can perform anywhere. It was mentioned that the plays bring community people to the performances. Another comment was made that the program can function on a reduced budget.

Dr. Retterer responded to the students and faculty member by indicating that the Fire Marshall is not targeting the theatre arts program, it is targeting violations of the fire code in the Lecture Center; she then explained the current status of the lecture center. She went on to say that Cerro Coso is preparing for a 5, 10, 15% cut in the budget and cuts will be shared. So the College is reviewing programs to serve the most people. It does not help that the state of California has not submitted the budget and the actual percentage of cuts. The final decision to cut the Theatre Arts Program has not yet been made. However, it is on the table. If we only have a budget reduction of 5%, it will be difficult, but we will be prepared. If the budget is cut 10%, then there is a different scenario of outcomes. Right now we are in the “what if” stage of planning.

The students proclaimed that they would be willing to do their best to eliminate the safety and fire hazards in the lecture center, removing the majority of the problem areas.

**Action Item:** *Theatre Art Program Club/Students will speak to John Daly about what they can to bring the Lecture Center to a safe state.*

Dr. Fogle-Oliver suggested sharing space with the Art folks in their swing space. She has already inquired with Dick Benson regarding sharing the space. Dr. Fogle-Oliver also indicated that she has been in contact with a community theater group regarding donating their equipment and materials to the group; in turn, Cerro Coso students would be allowed to use the equipment and materials when needed. Dr. Retterer explained the process of donating College equipment and material, requiring a surplus listing and board action request.

**Action Item:** *Dr. Melinda Fogle-Oliver will email Dr. Retterer regarding how she wants to proceed with the Theatre Arts Program equipment and material donations.*

Dr. Fogle-Oliver indicated that she just attended a Theatre Arts Conference in Los Angeles and the Conference focused on safety and security of the venue.

Austin Hallinan, ASCC, indicated that he was going to attend the next KCCD Board of Trustees meeting to share the student concerns. The Board of Trustees meeting has been changed from Thursday, March 4, to Wednesday, March 3. One of the students commented by saying, in consideration, the Theater program brings to campus more people than any other discipline or program.

**c) May 6, 2010 Meeting Conflict between Board Visit and College Council Meeting**

- The May 6, 2010, meeting is canceled, with the last meeting during semester, identified as April 29, 2010.

**V. Information Issues**

**a) Denim & Diamonds**

- Friday, April 16, 2010
- Theme “Women of the West”

Cheryl Gates requested help in contacting potential contributors. She has a pre existing list. Also, many companies are in financial difficulties and can't give financial donations, but perhaps a gift basket might work for the silent auction.

**Standing Committee Reports**

**b) Budget Development (Gale Lebsack)**

- Conducted Budget Development meeting this morning, not a lot to talk about. At Chancellor's Cabinet, which Dr. Retterer attends, it was canceled, but she submitted tentative plans for a 5, 10, & 15% reduction plans. The budget has not been published, because we haven't heard from the state our budget cuts, yet. Dr. Retterer explained the current status of the budget plans. We may know more by Tuesday, February 23, 2010, but not until. Shannon shared concerns about cutting funds close to students, in which Dr. Retterer replied that we have cuts in every level. It was also explained that district wide, even with 15% covered, we still have denominator costs. Claudia inquired about using the large reserves, in which Dr. Retterer replied the Board would like to see the colleges cut as much as they can. However, Cerro Coso is covered up to 8% in cuts. Gale explained about the impact of even 5% in cuts. The categorical funds have been devastated in cuts. TRIO going away, Matriculations was 62% cut. Cerro Coso is looking into discontinuing its lowest productivity program/s, so the Automotive Program was suspended. It is a matter of numbers over a course of time. Discussion ensued about what was the process that one arrived at cutting a program, such as the Theater Program cut, in which Dr. Retterer replied that when community members asks, this is how to answer. It is a data base suggestion, based on enrollment and transfer. Shannon inquired into what criteria was used. What data was used?

Shannon Bliss /Cheryl Gates reiterated that we need to know the process in which a program is discontinued. Dr. Retterer indicated that she would try to get the data on the Theater through ODS and bring back some numbers to the

College Council. However, in the meantime for a more detailed information, as faculty chair, Shannon has access to ODS system to extract the data.

c) **Accreditation Steering Committee** (Jim Fay)

- The next meeting of the Accreditation Steering Committee is scheduled for Monday, February 22, 2010, in which the focus will be on assigning committee members standards, getting chairs, making sure committee members contact American Association of Community and Junior Colleges (AACJC) to get scheduled for and accreditation visit. There are several documents posted on the accreditation web page. Dylan Mattina and Dan Johnson are working on creating a special Groove workspace for the Accreditation Committees (Steering and Standards). There will be a complete set of documents placed in the Library. The biggest problem is with program review. Due to a meeting conflict the Accreditation Steering Committee meeting will be rescheduled from Monday, February 22, 2010 to another date.

d) **Professional Development** (Matt Crow)

- At the Professional Development meeting, we discussed the In House Training Center (IHTC). Cori Ratliff is working on the IHTC.
- Bonita Robinson is developing a survey for professional development needs in basic skills, which will be sent to faculty.
- Student Veterans we serve was not discussed due to the absence of Dave Cornell & Penny Talley.

e) **Strategic Planning** (Mary E. Retterer)

- The final copy of the Strategic Plan needs to be formatted. It currently is in read only status. Once formatted, it will be distributed to all.

f) **Facilities** ( Mary E .Retterer)

- Science construction release slated for March 1, only chemistry will be ready for instruction on March 8, 2010. The remainder of the return to new digs will be pushed back as far as possible. Faculty is slated to move back to their offices in summer.
- There will be a video tour of the Chemistry Lab to be shared with the community
- We will be testing the fire alarms at 4:00 AM in Science Lab hoping to complete the test by 8:00 AM.
- Fine arts, is approximately 5% complete, forming foundations  
The Administrative Swing Space group is slated to move back by the end of March with the exception of Special Services. Dr. Retterer shared the status of the old Administrative area, and that Maintenance is trying to fix it and make it livable.
- Jim Fay is getting a list ready to invite faculty suggestions for water conservation. It will have to go through The IWV Water District first.

*Action Item: James Fay will share the Water Conservation Plan sometime next month.*

- The Student Center remodel is on track.

g) **Safety and Security Committee (John Daly)**

- The Safety and Security Committee is moving forward with its submitted suggestions to the local Emergency Guide, getting it ready for printing.
- The Committee currently consists of 16 people, which is overwhelmed with a lot of people. John asked consideration of the College Council to revise the Committee makeup to reduce the membership to get more connectivity to the issues. There doesn't seem to be a vested interest on many of the member's parts. Many of the committee members don't show up for the meeting making it difficult to take care of business.

*Action Item: The College Council will look into restructuring/shrinking the committee makeup of the Safety and Security Committee for better connectivity to the issues.*

*Kathy Salisbury reported that the Safety Committee meet with Dr. Retterer with her recommendations to restructure the Safety Committee to 2 faculty, 2 management, and 2 classified, which include the tri-chair makeup.*

*Discussion ensued about including students in the Safety Committee. Kimberlee Kelly Schwartz argued that the students know the campus very much and should be part of the Safety Committee.*

- The Automatic External Defibrillator (AED) machine qualifiers need in-service functionality training. AED machine qualifier's who have not received training, need to learn how to turn the machines on and off. Another round of training is being conducted for multiple users. Sheila Shearer, the District Safety Officer, is working on the AED training.
- Jim Fay indicated that the Red Cross training is slated for managers; if there is an emergency there is a good chance that the Cerro Coso gym will be used as a shelter.

*Action Item: The Safety Committee and the District Safety Officer need to identify training dates for the Automated External Defibrillator (AED) training.*

- h) **Technology Resource Team (TRT)** – haven't met recently, no report.

## **VI. Ad Hoc Committee/s**

a) **Participatory Governance Policy Update** (Mary E. Retterer)

- The committee has made one pass through of the document.

- Another meeting schedule March 2, 2010, to go over again. Very productive meeting.

**VII. Future Meeting Dates**

- Next Meeting** – March 18, 2010
- Meeting Schedule** – In reviewing the meeting schedule it was determined that the May 6, 2010, meeting conflicts with the KCCD Board of Trustees visit. It was the consensus of the Council to cancel the May 6, 2010 meeting and make the last meeting of the semester April 29, 2010, but hold the June 17, 2010 date for any emergencies.

**2009**

~~July 16, 2009 – Canceled~~  
~~August 20, 2009~~  
~~September 17, 2009~~  
~~October 15, 2009~~  
~~November 12, 2009~~  
~~December 10, 2009~~

**2010**

~~January 21, 2010 – mtg. canceled~~  
~~February 18, 2010~~  
 March 11, 2010  
 April. 29, 2010  
~~May 6, 2010 – Canceled/Bd. Mtg.~~  
 June 17, 2010

**VIII. Future Agenda Items**

**IX. Adjournment**

The meeting adjourned at 3:27 PM.



# **Cerro Coso College Council**

## **Meeting Agenda**

March 11, 2010

2:00 PM

**Type of Meeting:** College Council Regular Meeting

Location of Meeting: MB 246

**Meeting Facilitator:** Mary Retterer and Matt Crow

### **I. Call to Order**

### **II. Roll Call**

### **III. Approval of Minutes from Last Meeting – [February 18, 201]**

### **IV. Discussion Issues**

- a)
- b)

### **V. Information Issues**

- a)
- b)

### **VI. Standing Committee Reports**

- a) Budget Development
- b) Accreditation Steering Committee
- c) Professional Development
- d) Strategic Planning
- e) Facilities
- f) Emergency Planning
- g) Technology Resource Team (TRT)
- h) Safety Committee

### **VII. Ad Hoc Committee/s**

- a) Participatory Governance Policy Update

### **VIII. Future Meeting Dates**

- a) Next Meeting – April 29, 2010
- b) Meeting Schedule for 2010-2011
  - 1. Day of the Week
  - 2. Time of the Day
  - 3. Duration of Meeting

**College Council**  
**Agenda**  
March 11, 20`10

**IX. Future Agenda Items**

**X. Adjournment**



## **College Council Meeting Minutes**

March 11, 2010

**Type of Meeting:** College Council Regular Meeting

**Location of Meeting:** MB 246

**Meeting Facilitator:** Mary Retterer and Matt Crow

### **I. Call to Order : 2:08 PM**

### **II. Roll Call**

**Present:** Mary Retterer, Matt Crow, Annette Hodgins, Valerie Karnes, Austin Hallinan, Claudia Sellers, Gale Lebsock, Jill Board, Cheryl Gates, Kathy Salisbury, Kimberlee Kelley-Schwartz, Natalie Dorrell, James Fay, Shannon Bliss, Tammy Kinnan

**Absent:** Deanna Campbell, Erie Johnson, John Daly

### **III. Approval of Minutes from Last Meeting – [February 18, 2010] – It was the consensus of the College Council that the February 18, 2010 meeting minutes are approved with corrections.**

### **IV. Standing Committee Reports**

**Budget Development** (Gale Lebsock) – Gale reported that the Budget Development Committee met today to update Committee members on the status of the budget. Additional funding is being released to the three colleges in the amount of approximately \$3,000,000 that will be divided between the three colleges. Additionally, a posting error was made in the amount of \$3,000,000 which will not be charged back to the colleges. The KCCD Board of Trustees authorized the use of reserves over a period of time to ease the transition to operating with less funding. The current agreement is that the Board will match college reserves up to \$1 million per college per year. The Colleges have been asked to develop a zero based budget with justification supporting its core mission.

**Cerro Coso Community College  
College Council**

Meeting Minutes  
March 11, 2010

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Budget development will begin with the assumption that our allocation will be 10% less than the final 09/10 allocation. It may not feel like 10% to our college since we under-budgeted by about \$760,000 for the adopted budget in the fall, plus did not distribute the recent additional allocation – approximately \$480,000. These funds were being held in reserve to offset potential mid-year reductions. General unrestricted funds budget worksheets will be distributed by the end of next week. There will be a short turnaround time with all worksheets due to Gale by 4/1/10. This information has already been shared at the last faculty chair meeting.

The recommended tentative budget will be reviewed by College Council prior to submittal to the Chancellor's Cabinet for review at their May 18, 2010 meeting. The tentative budget will be taken to the June 10, 2010 Board of Trustees' meeting for adoption.

Discussion ensued about zero based budget development. Adjunct faculty and overload costs do not need to be submitted by departments. The amounts for these expenditures will be determined following discussion between Gale and Dr. Fay regarding our course offerings and the FTES target for next year. We are transforming ourselves, with a focus on core mission that is mandated by the state. We may need a special College Council meeting to discuss the proposed tentative budget if there is any further direction from the Chancellor of Board of Trustees

A comment was made that Cerro Coso needs to move toward printer standardization, making it possible to centralize storage and ordering of printer cartridges and parts.

- a) **Accreditation Steering Committee** – the Committee is moving toward and working on identifying Committee composition for the four Standards. Tammy Kinnan is ordering binders for the committee and a repository of documents is being set up.
- b) **Professional Development** – no report
- c) **Strategic Planning** (Mary E. Retterer) – still need to print final version of the Strategic Plan.

**Action Item:** Dr. Retterer will speak to Print Shop about printing the revised Strategic Plan.

**Facilities** (Mary E. Retterer) – reported that the Art Project is moving along. Jill Board updated the College Council on the status of the Kern Schools Federal Credit Union (KSFCU), in light of their announcement to close the Ridgecrest branch. The closure was originally scheduled for March 9, 2010, but has been rescheduled to March 23, 2010. KSFCU representatives had a meeting with college representatives to discuss presence on campus. Kimberlee Kelley-Schwartz, JoAnn

Spiller, and Jill Board met to discuss the implications this will have on the student center remodel; a spot of real estate was designated for KSFCU, but with them leaving the valley, that space will not be needed and it is hoped the space will now become a part of the Student Center. It was decided that Cerro Coso IWV will do remote access, the same as KRV and ESCC. KSFCU has very little traffic after the semester begins. KSFCU will come to campus for the two weeks before and two weeks after the semester begins to provide Student Check/ID cards. KSFCU is leaving their equipment on campus. It was discussed why student check cards were being mailed to college instead of to students. We are working with KSFCU to revise some of the practices in light of the changes.

- e) **Emergency and Safety Committee** (Mary E. Retterer) – reported that there is no district plan; the colleges are basically following Bakersfield College’s plan, adjusting it to their own campus needs. The plans submitted by the colleges and the district are a not functional. The document needs to be in a more readable format. The Safety Committee is formalizing the emergency preparedness flip charts, which will eventually be placed in all rooms at each site.

*Action Item:* Dr. Fay volunteered to take the Emergency Preparedness Plan this summer, and revise it into a more readable format.

- f) **Technology Resource Team** (TRT) – no report

#### **V. Ad Hoc Committee/s**

- a) **Participatory Governance Policy Update** (Mary E. Retterer) – The last meeting was canceled and the next meeting is in the planning process. During the last meeting the group got nearly half way through the document and will, hopefully, complete the revision at the next meeting.

#### **VI. Future Meeting Dates**

- a) Next Meeting – April 29, 2010  
b) Meeting Schedule for 2010-2011
- Day of the Week
  - Time of the Day
  - Duration of Meeting

Dr. Retterer announced that next year, beginning July 1, 2010, the Board of Trustees is moving their meeting to the 2<sup>nd</sup> Thursday of each month. In light of this information, College Council needs to schedule the meeting around that.

*Action Item:* College Council members will bring their calendars to the April 29, 2010, meeting to identify College Council meeting dates for 2010-2011.

**VII. Announcement**

Matt Crow announced that Kimberlee Kelly-Schwartz is the new Academic Senate, President Elect.

**VIII. Future Agenda Item**

**IX. Adjournment**

The meeting adjourned at 3:43 PM.



## **College Council Meeting Agenda**

April 29, 2010

2:00 PM

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Matthew Crow

### **Call to Order**

**Present:**

**Guest:**

**Absent:**

### **Roll Call**

**Approval of Minutes from Last Meeting – [March 11, 2010]**

### **Discussion Issues**

- a)
- b)

### **Information Issues**

- a)
- b)

### **Standing Committee Reports**

- a) Budget Development—Gale Lebsock
- b) Accreditation Steering Committee—Jim Fay
- c) Professional Development
- d) Strategic Planning
- e) Facilities—
  - c) Is this a Governance Committee or an informational working group?
- f) Emergency and Safety Committee—
  - Membership
- g) Technology Resource Team (TRT)

### **Ad Hoc Committee/s**

- a) Participatory Governance Policy Update
- b)

**Future Meeting Dates**

**Future Agenda Items**

**Adjournment**





## **College Council Meeting Minutes**

April 29, 2010

2:00 PM

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Matthew Crow

**Call to Order**

**Roll Call**

**Present:** John Daly, Valerie Karnes, Austin Hallinan, Jim Fay, Shannon Bliss, Kathy Salisbury, Matt Crow, Gale Lebsock, Kim Kelly-Schwartz, Jill Board, Shelley Crabtree, Mary Retterer, Annette Hodgins, Claudia Sellers, Deanna Campbell, Tammy Kinnan

**Guest:** Mike Metcalf

**Absent:** Deanna Campbell

Shelley Crabtree was introduced as the new Classified Senate President.

**Approval of Minutes from Last Meeting – [March 11, 2010]** – the March 11, 2010, meeting minutes were distributed via email and a hardcopy was disseminated at meeting for review and feedback. It was the consensus of the College Council that the March 11, 2010, meeting minutes be accepted with the recommended corrections.

**Information Issues**

- a) **College Council Membership** – Austin Hallinan, student representative and Shannon Bliss, CTA faculty representative, will be replaced by new committee members for 2010-2011.

**Standing Committee Reports**

- a) **Budget Development**—Gale Lebsock
- b) Cerro Coso was asked to develop a budget with the assumption that we would have an allocation equal to 90% of our final allocation for the 2009-2010 year. We could use up to \$1 million of our local reserves that would be matched dollar for dollar from district-wide reserve. What we started with was a zero-based budgeting approach where everyone had to justify their budget requests in support

of our core mission of transfer, career technical education, and basic skill. We went through our regular process where everyone turned in their budget worksheet, and Gale Lebsock consolidated them by category for review by the Budget Development Committee. The Budget Development Committee is recommending mostly everything that people submitted. There were some areas that were probably duplicate requests and some travel requests that are covered by district funds. Duplicate requests were eliminated and funds were added to the Counseling food budget to cover the "I'm Going to College" annual event and funds were added for library books. Beyond that there are a couple outstanding issues in the health careers area that Dr. Fay is going to follow-up with. With these changes, expenses exceed estimated revenue by approximately \$1.1 million. That includes budgeting \$100,000 for campus scheduled maintenance projects and a dedicated reserve to cover 20% of the value of vacation leave time, comp time, and banked load. The vacation, comp time and banked load reserve is not eligible for district matching reserves. The budget will show us using district wide reserves of about under \$500,000 and using College reserves of about \$635,000. Labor includes a couple of benefit rate increases; unemployment compensation has gone up and vision has gone up. The amount budgeted for adjunct and overload is adequate to cover the 7/1/10 rate increase. We are waiting to see what final budget numbers come in at following the Governor's May Revise. Tomorrow we should be hearing word on the health premium rates for next year and Gale will adjust accordingly. There are several one-time expenses in the budget; equipment, tables and chairs, white boards at KRV, some of the health career needs. Typically Gale would bring back a copy of everyones' budget request, with a column added with what the Budget Development Committee is recommending, to College Council as the budget the Budget Development Committee would like to recommend for the College. Gale will make the necessary updates on the worksheets and send the recommended College budget electronically to College Council prior to the next meeting so everyone can have time to review it. It will be a multi-page Excel workbook with each tab on the bottom being a different area. It will be discussed at the next College Council meeting and recommended for submission as the college's tentative budget.

- A 20-30% increase in health benefits is anticipated.

*Action Item: Jill Board & Matt Crow will seek guidance regarding student representation on the Budget Development Committee.*

- c) **Accreditation Steering Committee**—Jim Fay – no report
- d) **Professional Development** – no report
- e) **Strategic Planning**

- A copy of the final Cerro Coso Community College Strategic Plan July 1, 2009 through June 30, 2011 was distributed.
- Jim Fay is working on the next edition of the Strategic Plan.

f) **Facilities – Is this committee a governance committee or an information working group?**

- Discussion ensued about whether or not the Facilities Committee is a governance committee or an information working group.
- As a result of a lengthy discussion, it is the College Council's consensus that the Facilities Committee is a Participatory Governance Committee, and as such requires submittal of a mission, goals, and composition, etc. of the committee.
- Also, it was the consensus of the College Council to add a student representation to the Facilities Committee since it was deemed a Participatory Governance Committee.

*Action Item: John Daly will provide a description of the Committee's mission, goals, and composition, etc. to the College Council for the Participatory Governance Model.*

*Action Item: John Daly will send a request to the ASCC President for a student representative on the Facilities Committee of the College Council.*

g) **Emergency and Safety Committee**

- Mike Metcalf provided an update of what the committee is doing, has done, and plans to do, such as
  - Emergency Flip Charts are completed and will be posted in all rooms as soon as maintenance can install them.
  - Purchased a total of 5 trauma bags.
  - Proposing scheduling training.
- The College Council will need a description of the Emergency and Safety Committee for the Participatory Governance Model, including mission, goals, composition, etc.

*Action Item: The Emergency and Safety Committee representative/s will provide a description of the Committee to College Council for the Participatory Governance Model, to include the mission, goals, and composition, etc. of the Committee.*

h) **Technology Resource Team (TRT) – no report**

**Ad Hoc Committee/s**

- a) **Participatory Governance Policy Update** – The College Council reviewed the Participatory Governance Model to generally update the document and specifically the committees.

*Action Item: The Safety Committee, Technology Resource Team, Budget Development Committee, and Facilities Committee need to submit Appendix for Participatory Governance Model.*

*Action Item: Kathy Salisbury will update the suggested changes to the Participatory Governance Model as information is received.*

#### **Future Meeting Dates**

A College Council meeting was scheduled for Thursday, May 13, 2010, to confirm the proposed budget and define meeting dates for 2010-2011.

#### **Future Agenda Items**

#### **Adjournment**

The meeting adjourned at 4:00 PM.

# **Cerro Coso College Council Meeting Agenda**

May 13, 2010

2:00 PM

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Matthew Crow

**Call to Order**

**Roll Call**

**Review of College Council Mission**

**Approval of Minutes from Last Meeting – [April 29, 2010]** – Meeting Minutes not available for review.

**Discussion Issues**

- a) Calendars for 2010-2011 (All)
- b) Agreement on Mission for Next Year (All)

**Information Issues**

- a) College Council Related to the Brown Act (Jill)
- b)

**Standing Committee Reports**

- a) Budget Development—Gale Lebsock
- b) Accreditation Steering Committee—Jim Fay
- c) Professional Development
- d) Strategic Planning
- e) Facilities—
  - Membership
  - Informational or Governance Committee?
- f) Emergency and Safety Committee
  - Membership, Mission, Goals
- g) Technology Resource Team (TRT)

**Ad Hoc Committee/s**

- a) Participatory Governance Policy Update
  - Finalization of Membership for Reconfiguring Facilities Committee (All)
  - Finalization of Membership for Reconfiguring Safety Committee (All)
- b)

**Future Meeting Dates**

**Future Agenda Items**

**Adjournment**



## **College Council Meeting Minutes**

May 13, 2010

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Mary Retterer and Matthew Crow

**Call to Order: 2:10 PM**

### **Roll Call**

**Present:** Jill Board, Annette Hodgins, Shelley Crabtree, Erie Johnson, Cheryl Gates, Kathy Salisbury, Natalie Dorrell, Valerie Karnes, Gale Lebsock, Paula Suorez, Deanna Campbell, Kim Kelly Schwartz, Michelle Montemayor, Claudia Sellers, Matt Crow

**Absent:** James Fay, John Daly

**Approval of Minutes from Last Meeting – [April 29, 2010]** – Meeting Minutes not available for review, taped messages are not clear, recreate last meeting's minutes.

**Action Item:** *Louise will recreate last meetings minutes by June 17, 2010, meeting.*

### **Discussion Issues**

- a) Calendars for 2010-2011 (All)
- b) Agreement on Mission for Next Year (All)
- c) Finalization of Membership for Reconfiguring Facilities Committee (All)  
This remains action item for John Daly to bring a recommendation to College Council scale down the committee and also to reconfigure the Facilities Committee
- d) Finalization of Membership for Reconfiguring Safety Committee (All) restructure

### **Review Agenda Items Action Items**

#### **Information Issues**

- a) College Council Relative to the Brown Act (Jill) – a copy of an email from Chancellor Serrano was distributed to attendees confirming that College Council is not subject to the Brown Act. College Council is a consultation group and not an advisory to a Board, such as advisory to presidents and chancellors, thus College Council is not subject to the Brown Act. Yet still College Council will continue to aspire to the set practices of the Brown Act.

*Action Item: Jill Board and Matt Crow will make the appropriate revisions to the Participatory Governance Model to reflect aspirations toward the Brown Act Organization.*

- b) **Faculty Chair Reorganization** (Matt Crow) a copy of the proposed Department Reorganization Process was distributed to College Council as an information item for input and suggestions. The Council reviewed the Proposed Department Reorganization Process draft and suggested language change was proposed. The document will be returned to Academic Senate to consider the change. If the process is endorsed, the Academic Senate President or Designee will present the revised process to College Council as an information item, again, for input and suggestions. The process is then returned to the Academic Senate for final endorsement. If the process does not pass by Cerro Coso Academic Senate, the process will not be considered for another year by the Cerro Coso Academic Senate. If the process is endorsed, CCA is notified of the proposal by the Academic Senate President.

*Action Item: Matt Crow will take the proposed revision to the Department Reorganization document back to the Academic Senate with the suggested recommendations from College Council.*

- c) **NSF Grant** (Valerie) – in collaboration with the College of the Canyons, Cerro Coso Community College (CCCC) realized an addition of \$700,000 over the next 4 yrs contingent on funding for faculty to teach WIND. The intent of grant is to look at wind curriculum to develop a national model. This puts CCCC in contract lead for WIND. We are not the fiscal agent but we are the recipient. This grant will cover curriculum, personnel, equipment, and pedagogy training across the college. What is important is that this particular grant does support a particular faculty member, contingent on funding position. If funding goes away, the position goes away. The grant provides full funding and decreases for 3 years. The goal is for institutionalization. The other issue is that we hope we find someone (adjunct or full time) who meets minimum qualification. The Chancellor is aware of this faculty position.

A bigger issue is how we write grants and how we get them approved, which requires further discussion. Discussion ensued about how the funding affects college apportionment. Two years ago the college committed to a program, it gave us additional funding in order for us to supply the labs, we committed to our community and curriculum. Consequently, there would be a lot of questions all the way around. Everything should be looked at as prioritized. Discussion continued about how the grant impacts the college funding. The National Science Foundation (NSF) funding helps CCCC open doors to other grants. College of the Canyons is the manager of the grant. CCCC will receive the largest funds from the NSF grant. Valerie Karnes is the principal investigator.



- d) **Contract & Community Ed (Valerie)** – We are in the process of evaluating Community/Contract Education. Cheri Plett no longer works in Community/Contract Education. Valerie Karnes is overseeing Contract/Community Education with support work from KRV and ESCC. Angela Sellers is processing the paperwork.
- e) **Reorganization of the Director of Information Technology, Distance Education, and Learning Support Services Position (Jill)** – Jill wanted to notify College Council Dylan Mattina is no longer with Cerro Coso Community College (CCCC). That position is an Education Administrator Director's position. The position is going to be analyzed of the organization to observe what was working and not working and what do we really need. We are going to ask for a broad base input regarding how individuals see this position. The request for input was taken to Academic Senate. It is something that we need to lead somehow. Jill indicated that it is something that we wanted College Council to know, and wanted to have meetings throughout the summer, and are seeking individuals to be on search committees.
- The Public Information Director, a Classified Management Position, will be replaced in some fashion. We are working on changing the job description, and the position needs to be pointed. We will need people to serve on the committee.
  - The Vice President of Student Services' position, an Educational Administrator Position, is currently being advertised
  - The Astronomy, a faculty position, is slated for interviews next week
  - The Librarian, a faculty position, interviews are in the reference checking process
  - The Mathematics position, a permanent tenure tract faculty position, has been offered and accepted by Bob Fong.
  - Several classified positions are frozen due to the bumping process.

### **Standing Committee Reports**

- a) **Budget Development**—Gale Lebsock
- The budget worksheets were sent out by Louise Farmer, via email attachment, with the Budget Committee recommendations. We hope to have comments from the budgets. Gale asked if anyone had any questions. Dr. Claudia Sellers asked about whether or not Cerro Coso was going to place Astroturf on the baseball field. We would have to place it on our watering system and we would have to pay sewer fees. Jill answered no. Cerro Coso is not putting Astroturf on the baseball field. For the last three years, rate increases from the Indian Well Valley Water District have increase and we anticipate more rate changes in the next 5 years.

***Action Item:** Gale Lebsock will contact John Daly about revising the water system reorganization.*

Discussion ensued about the Rainbird issues. Jill suggested initiating a task force that reports back to this group, calling up on experts to participate on this group. Claudia asked if there were some water walks done and was there a discussion of Xeriscape.

So, other than a few tweaks we will need to make a couple weeks benefit rate changes as faculty changes. I would like to submit this budget to Board of Trustees as our tentative budget. It was the consensus of College Council to move forward in submitting the presented tentative budget to Board of Trustees.

Gale shared two other items presented at the Chancellor's Cabinet that summarizes the budget. There is a standard format that all colleges use to prepare a budget. The last three pages list variance changes, a format used by all three colleges. The last item shared was the discussion of benefit rates for health insurance. Anthem Blue Cross is recommending a 20% increase to our health benefit plan. Anthem Blue Cross is in there projection assumptions. Perhaps Anthem will work out some of their issues with the projections. The excess reserve could handle a premium increase up to 15%. The Management/Confidential and Classified health benefit plans are capped out. There is no cap on faculty health insurance. It will be reviewed again in July and incorporated into the July budget if there are any increases. Tom Burke, Chief Financial Officer, of the district, is monitoring the potential health benefit increase closely. There has been some resistance to modify the plan. We have a fringe benefits committee exploring the situation. Our premiums have been steady for about 3 years.

- b) Accreditation Steering Committee (Jim Fay) – no report
- c) Professional Development (Margaret Hunter) – Matt Crow will be reporting for Margaret.
- d) Strategic Planning – has not met
- e) Facilities (John Daly)
  - Membership
  - Informational or Governance Committee – Remove. or stay within our governance structure, reconfiguring membership and get back to College Council.

**Action Item:** Jill Board will contact John Daly regarding the restructuring of the Facilities Committee, in terms of committee role, governance or information committee, and the restructuring the committee membership.

**Action Item;** John Daly will inform the College Council his draft for the restructuring of the Facilities Committee.

- f) Emergency and Safety Committee (John Daly)

- Membership

The Emergency and Safety Committee is experiencing difficulty in meeting and making recommendations due to its oversized membership. John Daly will develop a draft of a new membership structure for the Emergency and Safety Committee and present it to College Council for review and endorsement.

***Action Item:** Jill will contact John Daly regarding membership reorganization of the Emergency and Safety Committee.*

***Action Item:** John Daly will present to College Council a draft of the restructuring of the Emergency and Safety Committee for review and endorsement.*

g) Technology Resource Team (TRT) – The committee did not meet.

**Ad Hoc Committee/s**

a) Participatory Governance Policy Update – come back to next meeting.

Matt suggested the Council look at its mission before we continue meetings of the Participatory Governance Model 2007-2012. Page 11 Role of College Council.

***Action Item:** The College Council will look at its mission prior the beginning of each meeting.*

***Action Item:** The College Council will complete the identified revisions to the Participatory Governance Model Handbook, for final approval.*

9

**Future Meeting Dates** - Discussion ensued about meetings during the summer scheduled, one of goals is to update the Participatory Governance Model, in order to communicate and seek feedback that may go on in addition to our hiring processes. We are looking at June 17, 2010 to meet, but the meeting is not mandatory, and CC Confer will be offered. The College Council will meet on June 17, 2010, from 2-4:00 PM in the Administrative Conference Room and CC Confer will be available to participate. Also, a July 13, 2010, from 10-12 is slated to meet.

Discussion ensued about frequency of meeting for the 2010-2011 school year. It was the consensus of the College Council that they meet twice a month, the first and 3<sup>rd</sup> Thursday of each month, 2:00 PM to 4:00 PM, with notification to any changes to the identified dates. The following meeting were identified for the 2010-2011 year and they are listed as follows:

**2010 – 2011 Meeting Dates and Times**

**2010**

June 17, 2010 (2:00-4:00 PM)  
July 13, 2010 10-12 Set up CC Confer  
September 2, 2010 (2:00-4:00 PM)  
September 16, 2010 (2:00-4:00 PM)  
November 18, 2010 (2:00-4:00 PM)  
December 2, 2010 (2:00-4:00 PM)

**2011**

January 20, 2011 (2:00-4:00 PM)  
February 3, 2011 (2:00-4:00 PM)  
February 17, 2011 (2:00-4:00 PM)  
March 3, 2011 (2:00-4:00 PM)  
March 17, 2011 (2:00-4:00 PM)  
April 7, 2011 (2:00-4:00 PM)  
May 5, 2011 (2:00-4:00 PM)  
May 17, 2011 (2:00-4:00 PM) Not Mandatory

If the College Council needs more meeting dates that will be decided later.

***Action Item:** Louise Farmer, recorder, will send out the College Council 2010-2011 dates and times, via MS Outlook for scheduling.*

**Adjournment**

The meeting adjourned at 3:56 PM.



## **College Council Meeting Agenda**

June 17, 2010  
2:00 PM

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Jill Board and Matthew Crow

**Call to Order**

**Roll Call**

**Roll of the College Council**

- **Specifically, College Council serves as the chief advisory body**

**Review of College Council Mission**

- Our Mission is to educate, innovate, inspire and serve. We demonstrate our commitment to student learning and accomplish our mission as we:

***Educate*** students who seek transfer for baccalaureate degrees, career and technical education, workforce training, college preparation, and lifelong learning;

***Innovate*** through our instructional processes, delivery system, and business operations;

***Inspire*** our students to strive for excellence in achieving their aspirations, our employees to deliver quality instruction and learning support, and our communities by supporting economic development and responding to their needs in a timely and professional manner; and

***Serve*** our clients and our communities with relevance, timeliness and excellence.

**Approval of Minutes from Last Meeting – [April 29, 2010 & May 13, 2010]**

**Discussion Issues**

- a) Review Participatory Governance Model
- b) College Council Workshop – August 19, 2010
- c) Revision to Reporting out Action Items vs. Minutes
- d) Information on Branding College Logo and District Logo

**Information Issues**

- a) Update Budget
- b) Update District Consultation
- c) Information on Branding College Logo and District Logo
- d) Hiring Updates

**Standing Committee Reports**

- a) Budget Development—Gale Lebsock
- b) Accreditation Steering Committee—Jim Fay
- c) Professional Development -
- d) Strategic Planning – Jill Board
- e) Facilities-John Daly
- f) Emergency and Safety Committee – John Daly
- g) Technology Resource Team (TRT)

**Future Meeting Dates**

**Future Agenda Items**

**Adjournment**



## **College Council Meeting Minutes**

DATE: June 17, 2010

TIME: 2:00 PM

LOCATION: MB Room 229

**Type of Meeting:** College Council Regular Meeting

**Meeting Facilitator:** Jill Board & Matt Crow

### **Call to Order**

**Jill Board** called to order the regular meeting of the **College Council** at **2:08 PM** on **Thursday, June 17, 2010** in the Interim Administrative Conference Room 229.

### **Roll call**

The following persons were present: Jill Board, Matt Crow, Kim Kelly Schwartz, Erie Johnson, Deanna Campbell, Natalie Dorrell, John Daly, Gale Lebsock

Note: Due to telephone outage those who planned on attending via CC Confer were unable to call in.

**Guests:** None

**Reading of Mission Statement:** The College Council does not have a mission statement. However, Matt Crow volunteered to develop the College Council Mission Statement modeling the College Council's role, responsibility, and decision making processes.

**Action Item:** *Matt Crow will develop the College Council Mission Statement modeling the College Council's role, responsibility, and decision making processes.*

**Added Action Items:** *Matt Crow will take the proposed revision to the Department Reorganization Process back to the next Academic Senate with the suggested recommendations from College Council.*

**Approval of Minutes from Last Meeting – April 29, 2010 and May 13, 2010**



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The April 29, 2010 and May 13, 2010 were presented for review and feedback via electronically and a hard copy at the meeting. Both sets of meeting minutes were not approved due to unchanged corrections due to electronic computer issues.

***Action Item:** The Council was asked to revisit the meeting minutes of April 29, 2010, and May 13, 2010 for further corrections.*

## **Discussion Issues**

### a) **Review of Participatory Governance Model – (Jill/All)**

The Council reviewed the Participatory Governance Model document for standardization of language and finalization.

It is the consensus of the College Council to finalize the Participatory Governance Model document, 2010 through 2012, prepare it for printing, to be disseminated to all employees at all sites with two copies held at the Library.

***Action Item:** Jill will submit the 2010-2012 Participatory Governance Model document to the Printer Shop for printing, to be distributed to all employees at all sites, and two copies reserved at the Library for access.*

### b) **College Council Workshop – August 19, 2010 (Jill Board)**

Jill Board identified August 19, 2010, as a potential workshop for the College Council Retreat. Matt Crow and Jill Board, College Council co chairs, will review the actual State Participatory Governance document, created and solidified by the statewide Academic Senate. The purpose of the workshop is to educate the College Council on history behind the implementation of participatory governance and to define their roles as members of College Council.

***Action Item:** Jill Board and Matt Crow will ask faculty, KRV, ESCC, to participate in the College Council Workshop on August 19, 2010.*

***Action Item:** Jill Board and Matt Crow will issue more information about the College Council Workshop.*

### c) **Revision to Reporting Out Action Items vs. Minutes (Jill Board)**

Jill Board brought to the College Council's attention a draft of Action Items which will be distributed to the Council even before the minutes are disseminated to the members. The purpose of distribution of the action items is to give the Council a quick list of identified actions to be completed by designated person/s by a designated time. A copy of the draft Action Item was distributed for review.

***Action Item:** Louise will distribute an updated list of action items to the College Council shortly after the meeting identifying the person/s and designated time of completion.*



### **Information Issues**

a) **Update Budget** – (Gale Lebsock))

Gale Lebsock reported that the tentative budget was presented to the KCCD Board of Trustees and approved at the June 10, 2010, meeting.

b) **Update District Consultation** –(Jill Board) – no report

c) **Information on Branding College Logo and District Logo** – (Jill Board)

Jill Board brought to the College Council's attention information about branding the Cerro Coso Community College's (CCCC) logo and the Kern Community College District's (KCCD) logo for the purpose of showing that CCCC is part of the KCCD, along with Bakersfield and Porterville Colleges. We will begin transitioning the use of both logos in our brochures, letterhead, and public.

*Action Item: All staff will transition branding the Cerro Coso Community College logo with the Kern Community College District logo on emails, brochures, and public documents.*

*Action Item: Louise Farmer will contact Deems Morrione in the Print Shop regarding the branding of the KCCD and CCCC logos on letterhead, envelopes, brochures, etc.*

### **Hiring Updates** – (Jill Board)

Industrial Technology Instructor – Wind Technology – Job Description DRAFT was shared and Jill Clarified that after further review of the NSF Grant this position will be advertised as a tenure tracked position, not a COF as originally thought.

### **Standing Committee Reports**

a) **Budget Development (Gale Lebsock)**

- Report – covered in information issues report

b) **Facilities Committee (John Daly)**

- Report – no report

c) **Professional Development (Margaret Hunter)**

- Report – no report

d) **Technology Resource Team (TRT) (To Be Determined)**

- Report – no report

e) **Safety and Security Committee (John Daly)**

- Report – no report

f) **Accreditation Steering Committee (James Fay)**

- Report – no report

**Future Meeting Dates**

- a) Next Meeting: (July 13, 2010) If needed. However if the College Council does not meet on July 13, 2010, the next regular meeting is September 2, 2010, with a workshop scheduled for August 19, 2010.

**(2010-2011) Schedule**

**2010**

June 17, 2010 (2:00-4:00 PM)  
July 13, 2010 10-12 Set up CC Confer  
August 19, 2010 (Workshop)  
September 2, 2010 (2:00-4:00 PM)  
September 16, 2010 (2:00-4:00 PM)  
October \_\_, 2010  
November 18, 2010 (2:00-4:00 PM)  
December 2, 2010 (2:00-4:00 PM)

**2011**

January 20, 2011 (2:00-4:00 PM)  
February 3, 2011 (2:00-4:00 PM)  
February 17, 2011 (2:00-4:00 PM)  
March 3, 2011 (2:00-4:00 PM)  
March 17, 2011 (2:00-4:00 PM)  
April 7, 2011 (2:00 – 4:00 PM)  
May 5, 2011 (2:00 – 4:00 PM)  
May 17, 2011 (2:00 – 4:00 PM) *Not  
Mandatory*

**Future Agenda Items and Review of Action Items of Current Meeting**

**Adjournment**

The meeting adjourned at 4:30 PM.

**Closed Session**



## **College Council Workshop**

**August 19, 2010**

**New Administrative Conference Room**

8:30 Coffee Reception

9:00 Participating Effectively in District and College Governance

10:00 ***Break***

10:15 How Cerro Coso Community College Implements AB1725

- Participatory Governance Handbook
  1. Planning Documents
  2. Decision Making Process and Model
- Strategic Plan
  1. Tying goals to the Strategic Plan and College Goals
  2. President's Goals
- College Council: Act I (Matthew Crow)

11:30 Updates

- State Allocation
- Hiring Status on Positions
- External Funding Received
- Q&A

Noon ***Lunch is served!***



## College Council Workshop

August 19, 2010

### New Administrative Conference Room

**Present:** Jill Board, Matt Crow, Cheryl Gates, Natalie Dorrell, Valerie Karnes, Heather Ostash, James Fay, Kim Kelly-Schwartz, Kathy Salisbury, Shelley Crabtree, John Daly, Deanna Campbell, Erie Johnson, Laura Vasquez, Claudia Sellers

The purpose of this meeting is to bring people up to speed in participatory governance. For participants to understand what his/her responsibility is, as a representative. Accreditor's are looking for the integration of the participatory process in the college community and the tie back to the budgeting process.

8:30 Coffee Reception

9:00 **Participating Effectively in District and College Governance – Academic Senate for California Community Colleges – Community College League of California - (KCCCD April 13, 2007) (formerly AB 1725)** – State law calls on local boards to establish procedures “to ensure faculty, staff and students the right to participate effectively in district and college governance and the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.” What was the purpose of this law? What does it mean? How has it been extended through regulations of the State Board of Governors. These question and others related to local district decision-making processes will be covered in a joint presentation made by Matthew row, Academic Senate President and Jill Board, President.

***Action Item:** Investigate placing document on website and educate staffs' perception of participatory governance.*

10:05 **Break**

10:20 **How Cerro Coso Community College Implements AB1725-**

- **Participatory Governance Handbook – reviewed – this is how we decided, we as a college to implement AB 1725.**
  1. Planning Documents
  2. Decision Making Process and Model

***Action Item:** Jill will schedule an In- house training of Participatory Governance for anyone to attend.*

*Action Item: Decide how we want to organize the College Council website?*

*Action Item: Running classes that serve our students with the engagement of the faculty.*

*Action Item: Jill will place "Planning, Resource Allocation & Evaluation Process" on the College Council agenda.*

- **Strategic Plan**
  1. Tying goals to the Strategic Plan and College Goals
  2. President's Goals

Jill reviewed the Strategic Plan in PGM document and her 2010-2011 goals and objectives and outcomes. Jill suggested that the faculty write their goals in association with the College's Strategic Plan to support moving the institution forward.

- **College Council: Act I** (Matthew Crow)

Draft Agenda Mission Statement-handout-

The College Council Mission Statement will be read at every meeting to remind the participants of why he/she is there.

*Action Item: Matt Crow was charged with developing a mission statement for the College Council, and presented to the College Council and what to do.*

The proposed mission statement will need to go back to the constituencies for feedback. This needs to be discussion in many venues between prior to agreeing upon a mission statement. The College Council will identify if the mission statement represent us or not? We will look at the first draft of the mission statement at the September 2, 2010, meeting and a second read at the September 16, 2010, College Council meeting.

*Action Item Agree upon our October meeting dates for College Council.*

*Action Item: Mission Statement reviewing bring back feedback September 16<sup>th</sup> College Council. College Council members will bring back their constituencies feedback for the September 16, 2010, meeting.*

11:30 Updates



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- **State Allocation – Jill** – no state allocation – Scott Lay indicated that politics rule in the legislature. He believes since legislators have been back, they are focusing on assembly and senate bills vs. budget. The conference committee leaning more toward democratic budget recommendations. The tax plan is being discussed in an effort to balance the budget. The Tax Plan identifies an increase DMV and State Income Tax, you pay it but you get it back from the Feds via filing taxes. The League is sending every Board of Trustees a resolution that they can adopt or not, he is encouraging us to pressure our legislators to try to adopt a budget, because a lot of Community College do not have large reserve. Once the budget is out, it move into a league of students and encourage everyone to be in touch with their legislature. Some are holding up student funds. Really hurting many students in the state. PROP 98 suspension, getting relief. Eric Skinner, Physical Policy at the state, reported that budget discussion should pick up once the legislatures in place. Colleges are being perceived very favorably, encourages us to continue to keep up the message.

*Action Item:* Heather Ostash will ask JoAnn about how student Calgrant funding would be effect by the state not passing the budget.

- **Hiring Status on Positions** – Scott Cameron hired for Physical Science, Julie Cornett Librarian, Bob Phung for Mathematics. Interview are scheduled for Sept 1, 2010 for the Institutional Researcher Analyst, Administrative Secretary for Administrative Services (which includes M&O, IT, PIO) being advertised, along with the Information Technology Manager. Still working on Distance Education position. Karee Hamilton working one year full time.
- **External Funding Received – Jim-** attended meeting at California State (CS) Long Beach, regarding a 2+2 program, leading into a bachelors in engineering degree, for a mechanical/electrical engineer to run through a school of continuing education. It is more costly program than Fresno State, \$390 per unit, CS Long Beach, but it is an opportunity for students to in this area to get engineering degree. Attendees took a tour of CS Long Beach facilities. Industrial partners, such as Boeing built large facilities for CS Long Beach with the intent of contract students to build rockets.
- Jill reported, that right now we have a very small cohorts of students for the Engineering Program, but anticipate an increase in students. With the financial assistance of Jacobs Technology and NDTI, they are again contributing, (Jacobs \$6,000 and NDTI \$4,000) to the engineering program. Jean Helm is coordinating at the Jacobs Technology end. Dale Gates and Cedric Knight will participate in publicity. Sierra Sands is investing in their engineering curriculum. Jody Rummer and Jill Board are meeting to discuss.



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- Q&A

Noon *Lunch is served!*

The workshop adjourned at 12:27 PM.



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## **College Council Meeting Agenda**

September 2, 2010

2:00 PM

Administrative Conference Room 212

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** Regular Meeting

**Meeting Facilitator:** Jill Board and Matt Crow

- I. Call to Order**
- II. Roll Call**
- III. Reading of Mission Statement – Table (TBD)**
- IV. Guest Chancellor Sandra Serrano (Open Dialog)**
- V. Adding Action Items**
- VI. Approval of Minutes from Last Meeting – (Date)**
- VII. Closed Session**
- VIII. Discussion Item/s**
  - a) Budget Allocation Funding Model (Review) – Gale Lebsock
  - b) Professional Development (Jill)
- VIII. Information Item/s**
  - a) Proposed Department Re-organization (Matt Crow)
- IX. Standing Committee Reports**
  - a) Accreditation Steering
  - b) Budget Development
  - c) Facilities
  - d) Professional Development
  - e) Safety and Security
  - f) Technology Resource Team
- X. Future Meeting Dates**
  - a) **Next Meeting** – September 16, 2010
  - b) **Schedule**

<del>June 17, 2010 (2:00-4:00 PM)</del>	January 20, 2011 (2:00-4:00 PM)
<del>July 13, 2010 10-12 Set up CC Confer</del>	February 3, 2011 (2:00-4:00 PM)





<del>August 19, 2010 (Workshop)</del>	February 17, 2011 (2:00-4:00 PM)
September 2, 2010 (2:00-4:00 PM)	March 3, 2011 (2:00-4:00 PM)
September 16, 2010 (2:00-4:00 PM)	March 17, 2011 (2:00-4:00 PM)
October __, 2010 (TBD)	April 7, 2011 (2:00 – 4:00 PM)
November 18, 2010 (2:00-4:00 PM)	May 5, 2011 (2:00 – 4:00 PM)
December 2, 2010 (2:00-4:00 PM)	May 17, 2011 (2:00 – 4:00 PM) <i>Not Mandatory</i>

## **XI. Future Agenda Items and Review of Action Items of Current Meeting**

1. Mid-Year Accounting Report
2. Zero Based Budgeting
3. Information Technology Plan
4. Emergency Preparedness Training

## **XII. Adjournment**



**Bakersfield College  
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Porterville College**

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



## **College Council Meeting Minutes**

September 2, 2010

Administrative Conference Room 212

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** Regular Meeting

**Meeting Facilitator:** Jill Board and Matt Crow

### **I. Call to Order: 2:05 PM**

### **II. Roll Call**

**Present:** Jill Board, Matthew Crow, Gale Lebsock, Heather Ostash, Claudia Sellers, Natalie Dorrell, Daryl Moline, Laura Vasquez, Pam Godfrey, Shelley Crabtree, John Daly, Cheryl Gates, Deanna Campbell, Erie Johnson

**Guest:** Chancellor Serrano, Clint Dougherty, Gale Whitlock (via video), Karen Patino

**Open Dialog with the Chancellor** began by her asking the College Council, “what questions did the College Council member/s have for her?” The Chancellor indicated that she was visiting Cerro Coso Community College IWV campus to listen to our greatest success stories, greatest challenges, and what we think we’d like to see more of.

**The Chancellor** disseminated the KCCCD Board of Trustee’s goals and priorities to begin the dialog with College Council

**John Daly asked:** How do we promote staff from within outside of the Job Analysis Questionnaire (JAQ) process?

**The Chancellor answered:** one can begin by giving an employee responsibility to create another job. Have the employee attend workshops, etc. The classified contract provides for professional development, specific course of study, always assessing staffing and evaluating staffing plans but not from standpoint that we should just create a position because your employee is a good employee. At the same time we want to continue to develop our employees even though they might seek employment out of class.



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What is it that you need in the organization that is short or long term for organization, or is something different that you are seeking?

*Action Item:* Jill encouraged John Daly to work with Gale Lebsock and Clint Dougherty in proceeding with this project.

**Claudia Sellers asked:** Who is in charge of the overhead projectors and light bulbs? Dr. Sellers was instructed to contact the IT department related to the instructional equipment ordering process.

*Action Item:* Dr. Claudia Sellers was instructed to contact the Information Department Manager, related to instructional equipment ordering process.

**Discussion ensued about the Information Technology (IT) support.** Matt shared that from an IT standpoint, everybody has a computer, and from a pedagogical standpoint, it is unacceptable. Instructor/s do not have the tools to teach properly. We have split Microsoft Office software, 2003 vs. 2007. We need someone who can guide the pedagogical, as well as instructional issues that IT needs to be addressed.

**Assistant Chancellor Position:** The Chancellor reported at the request of Matt Crow to speak to the district's position pertaining to restoration of the Vice Chancellor of Education Services hiring of the Institutional Researcher & the Governmental Relations External Relations position. Over the course of years, several positions were placed in the budget and one hired each year. The Governmental Relations & External Relations, position was budgeted for over the last three years, but was not hired. This year the position was budgeted, and concerns were expressed about hiring this position at all. Based on concerns expressed, the Governmental Relations & External Relations position was not hired. In regards to addressing the governmental relations part, a full time faculty (Michele Bresso) from Bakersfield College was assigned 40% due to the higher demand on legislative needs; we proceeded with the temporary assignment and will measure it. The Chancellor asked, "How would you go about measuring the success of an individual in that position?" The Chancellor mentioned that we (the district) would you like to know how you feel about what makes up the Governmental Relations' position. Does it foster relations with all our congressional and representatives and their staff, looking for advocacy for community colleges, responding to the plethora of bills coming to us? Does it include legislative planning, strategic planning meetings, going to Sacramento, Wash. DC, that aspect of it? Related to grants, two years ago we started making contact with Congressman McCarthy's office, met with Department of Labor, Senator' Costa and Boxer Office, started talking about renewable energy and wanting to meet the needs of the region. Met along with James Fay. Pitch the project, complete the forms, determine which agency has the funds, and work with that agency that can help us get the funds. After that came the announcement of a temporary assignment. How does the Chancellor measure whether the position is effective to the position? Matt Crow suggested, contacting other colleges that have the position. The Chancellor responded by indicating that she hasn't

found a position yet at other colleges. Public information works with, combined positions, many institutions have it as a one/two/three positions, working with media, writing news releases, governmental relations is the working with congressional staff, grant writing, here's a grant go write it. It really does take a presence. As Chancellor, Sandra, takes two trips a year to Sacramento, Washington D.C, but it does not work well. She feels that with this position on board, she can work with Sacramento now. Michele Bresso is now developing relationships with representatives, Title 5, earmarks, etc.

Bonita Steel puts out a list of available grants that goes out to the Vice President of Academic Affairs. Ms. Steel needs to work out a better method of communication for the available grants.

Jill Board asked the Council to think about, "Is this the direction Cerro Coso is going in the long run, in terms of grants?" "Can we always afford grant/s?" "Once the grant is over can we afford to institutionalize the position?" Heather Ostash asked, "How do we get on Bonita' Steel's list serve?" The Chancellor responded by indicating that she would contact Ms. Steel about placing identified staff on Ms. Steel's list serve for grant information.

Deanna Campbell, Director of Eastern Sierra College Center, enjoyed being part of district joint training with the intent of bringing district people together to get to know each other. At other organizations there were picnics, and athletics, etc. Deanna commented that just in general, it was completely casual, informal and fun to build relationships and have fun. It was a great way to get to know each other.

Gayle Whitlock, Counselor/faculty at the Kern River Valley Campus, commented that communications is important; a lot of new students try to develop a new culture with less services.

The Chancellor acknowledged that each college is serving more students with less; service access is important and no one wants to fail! She thanked us for what we are doing. She indicated that our state apportionments won't get better; in fact, less apportionment is expected for next year. The legislature is talking about a little COLA. However, we can be hopeful, but not fill the gap with our experience over the last few years. The Chancellor thanked the Council for the feedback.

Erie Johnson, Director of Kern River Valley, indicated that he is in support of Deanna Campbell's "meet and greet" between the district and the colleges.

- III. **Reading of Mission Statement – Table (TBD)** – Matt will send out the Mission Statement he developed again to College Council with a request for feedback from the constituent groups.

*Action Item:* Matt Crow will send out the draft Mission Statement for College Council again for feedback from the constituent groups.

*Action Item:* Representatives will take the draft Mission Statement to their perspective constituent groups for feedback and bring it back to College Council.

**IV. Approval of Minutes from Last Meeting** – August 19, 2010 Workshop and June 17, 2010

*The June 17, 2010 and the August 19, 2010 meeting minutes were approved with corrections.*

**V. Closed Session** - none

**VI. Discussion Item/s**

**a.) Budget Allocation Funding Model (Review)** – Gale Lebsack – A copy of the Budget Allocation Model (BAM) was distributed for review. Gale prefaced the review by explaining the previous allocation model with the district getting its funding first, then the remaining funds being funneled through the colleges by FTES percentages. The BAM group included the 3 Business Managers, 3 Classified, 3 Faculty representatives and the Academic Senate Presidents. Sean James came in and out to discuss whole bandit of scenarios. The group developed the current new allocation model with parameters based on the following Revenues: State Apportionment & Property Taxes, Enrollment Fees, Part-Time Faculty (Adjunct) Faculty Support, Forest Reserves, Potash Royalties, Basic Skills, Enrollment Fee Administration Allowance, Lottery Revenue, Mandated Costs, Interest Income, Equalization, and Miscellaneous Income. Then, the base figures are then adjusted for the adopted COLA adopted in the State budget starting in 2006-2007. None of the District's colleges qualified under SB 361 for the additional Rural College Base allocation of \$500,000. Then, the budget was build according to meet the needs of the colleges.

*Action Item:* Gale will email the spreadsheet built to the current model template once we have a final budget.

Gale reported that there is a BAM Review Committee still in existence. The meet periodically to review the current model to see how well is it working.

*Action Item:* Gale will email the Model to Louise for distribution to the College Council Members.

**b) Professional Development (Jill)** – Table

**VIII. Information Item/s**

- c) Proposed Department Re-organization (Matt Crow) – Matt Crow, Academic Senate President, reported that the Academic Senate approved the Departmental Reorganization.

**IX. Standing Committee Reports**

- a) Accreditation Steering – Accreditation Training scheduled on September 20, 2010, for those designated.
- b) Budget Development
- c) Facilities – Faculty added to the revised Facilities committee include Penny Talley, and Matt Crow
- d) Professional Development – no report
- e) Safety and Security – Faculty added to the revised Safety and Security Committee is Penny Talley and Dr. Corey Marvin
- f) Technology Resource Team – no report

**X. Future Meeting Dates**

- a) **Next Meeting** – September 16, 2010
- b) **Schedule**

<del>June 17, 2010 (2:00-4:00 PM)</del>	January 20, 2011 (2:00-4:00 PM)
<del>July 13, 2010 – 10-12 Set up CC Confer</del>	February 3, 2011 (2:00-4:00 PM)
<del>August 19, 2010 (Workshop)</del>	February 17, 2011 (2:00-4:00 PM)
September 2, 2010 (2:00-4:00 PM)	March 3, 2011 (2:00-4:00 PM)
September 16, 2010 (2:00-4:00 PM)	March 17, 2011 (2:00-4:00 PM)
October __, 2010 (TBD)	April 7, 2011 (2:00 – 4:00 PM)
November 18, 2010 (2:00-4:00 PM)	May 5, 2011 (2:00 – 4:00 PM)
December 2, 2010 (2:00-4:00 PM)	May 17, 2011 (2:00 – 4:00 PM) <i>Not Mandatory</i>

**Closing of Student Center** – Daryl Moline, ASB President, indicated that students have shared their concerns with him about the lack of food service during the remodel. Many of the concerned students have not transportation and are unable to get their food service elsewhere. Gale Lebsock reported that Casa Java did not fulfill their commitment to Cerro Coso and will not be on campus for food service this service, but she has been in contact with Pony Express to bring something type of food service to campus.

Matt Crow suggested get the student clubs to do some fund raisers. Discussion ensued about where to put food service for students limited due to student center remodel.

**XI. Future Agenda Items and Review of Action Items of Current Meeting**

1. Mid-Year Accreditation Report
2. Zero Based Budgeting
3. Information Technology Plan (draft)

4. Emergency Preparedness Training - Admin Cabinet wonderful training reviewing NIMS SIMS model, table top discussion, developed plan to continue that, while going on, communicated with city, city having training as well. Jill would like the College Council to participate in emergency preparedness training.

## **XII. Adjournment**

The meeting adjourned at 4:10 PM.

Recorder: Louise Farmer



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## **College Council Meeting Agenda**

**September 16, 2010**

**2:00 PM**

**Administrative Conference Room 212**

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:**

**Meeting Facilitator:** Jill Board and Matt Crow

**I. Call to Order**

**II. Roll Call**

**III. Reading of Mission Statement**

**IV. Adding Action Items**

**V. Approval of Minutes from Last Meeting – (September 2, 2010)**

**VI. Closed Session**

**VII. Discussion Issues**

- a) Mission Statement
- b) Mid Year Accreditation Report (Jim Fay)

**VIII. Information Issues**

- a) Emergency Preparedness Training for College Council (John Daly)

**IX. Standing Committee Reports**

- a) Accreditation Steering
- b) Budget Development
- c) Facilities
- d) Professional Development



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- e) Safety and Security
- f) Technology Resource Team

**X. Future Meeting Dates**

- a) Next Meeting
- b) Schedule

**XI. Future Agenda Items and Review of Action Items of Current Meeting**

- a) Draft Information Technology Plan

**XII. Adjournment**



## **College Council Meeting Minutes**

**September 16, 2010**

**2:00 PM**

**Administrative Conference Room 212**

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:**

**Meeting Facilitator:** Jill Board and Matt Crow

### **I. Call to Order: 2:04 PM**

### **II. Roll Call**

**Present:** Kathy Salisbury, Matt Crow, Cheryl Gates, Kim Kelly-Schwartz, Daryl Moline (Student), Laura Vasquez, Natalie Dorrell, Shelley Crabtree, John Daly, Erie Johnson, Claudia Sellers

**Absent:** Jill Board, Deanna Campbell, James Fay,

### **III. Reading of Mission Statement**

### **IV. Adding Action Items**

### **V. Approval of Minutes from Last Meeting – (September 2, 2010)**

The September 2, 2010, meeting minutes were reviewed and accepted with corrections.

*Action Item: Kathy Salisbury will give Louise Farmer the corrections.*

### **VI. Closed Session**

### **VII. Discussion Issues**

- a) Mission Statement – a draft of the College Council Mission Statement was presented to the Academic Senate for feedback. Their feedback included that there was no reason to put an access statement, College Council serves as chief advisory and recommending body to the President. The Academic Senate made no other recommendations nor changes to the College Council mission statement.



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Suggestions were given to add to the mission statement to read. College Council gave consensus to the approved mission statement. To read:

*College Council Mission Statement:*

*The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feed back or input which has been requested by College Council.*

- b) **Mid Year Accreditation Report** (Jim Fay) – A copy of the Rubric for Evaluating Institutional Effectiveness – Part I: Program Review. Answering to the AACJC for mid-year report was distributed to the College Council for review. The Council reviewed the document one page at a time, for a report that will go to the Board in terms of accreditation. It was suggested to table this items until Dr. Fay can explain some of the questions the Council had. . The Council was asked to take the Rubric to his/her constituents for feedback.

*Action Item: Representatives will take the Rubric for Evaluating Institutional Effectiveness.*

## VIII. Information Issues

**Emergency Preparedness Training for College Council** (John Daly) – John reported that the Safety & Security Committee is trying to get the College to move forward. Emergency Response Quick Reference Guide, flip charts have been distributed. We are working with a group to bring samples of evacuation signs, shared with the Council. The management team conducted a table top exercise two weeks ago, and it was identified that we are not prepared, and need more training. We are trying to set up more AED training on Monday, October 25, 2010. October 15, 2010, we are testing the Incident Command Structure, in which everyone will see his/her role/s in the Incident Command Structure. Cerro Coso is participating in the Great American Shake Out (GASO) test focusing on four (4) types of evacuations (Utilities, Communications Structure, and Command Structure). October is a busy month to get together, but the GASO will include the entire college on October 21, 2010, at 10:21 AM. ESCC and KRV will also be included. Natalie Dorrell and John Daly are training for CC Alert. A test notification will be sent out next week. Natalie and myself will be send an email ahead of time notifying of GASO.

## IX. Standing Committee Reports

- a) **Accreditation Steering** – no report
- b) **Budget Development** – no report
- c) **Facilities** (John Daly) – a status report of the construction projects was presented to College Council.
  - Science Project completed, Phase III was completed in late October

- The Fine Arts Project is 68% complete. Running into some logistics issues, targeting a December 20, 2010 move in
- The Welding Room is 65% complete
- The Student Center just went to print. All bids went out and all the bids were over budget
- Security Systems, in terms of camera upgrade, is part of science
- The CDC Shade Structure is in process. It still needs to be DSA approved
- The upgrade of the bridges is in progress The contractors are mobilizing now.
- Project ADA compliant doors, is underway
- The Bishop and Mammoth electrical upgrades, due to dirty power, is in progress, an additional power line to make IT equipment run properly
- The Safety & Security Committee is looking to the charge of ADA issues

A question was asked, if there was any plans underway to address the access road coming in. John reported that the bids came in at \$1.2 Million. It will be another 1 ½ year wait.

**Discussion ensued about classroom issues with chalk and white boards.** Matt reported that large classrooms have plans for 60 inch TVs and computers at every desk, but we have issues with chalkboards versus white boards.

*Action Item: Claudia Sellers will present chalk versus white Board issue to Academic Senate for a report back to the College Council*

- d) **Professional Development** – no report
- e) **Safety and Security** -
- f) **Technology Resource Team** – no report

## X. Future Meeting Dates

a) **Next Meeting** -

b) **Schedule**

<del>June 17, 2010 (2:00-4:00 PM)</del>	January 20, 2011 (2:00-4:00 PM)
<del>July 13, 2010 10-12 Set up CC Confer</del>	February 3, 2011 (2:00-4:00 PM)
<del>August 19, 2010 (Workshop)</del>	February 17, 2011 (2:00-4:00 PM)
<del>September 2, 2010 (2:00-4:00 PM)</del>	March 3, 2011 (2:00-4:00 PM)
September 16, 2010 (2:00-4:00 PM)	March 17, 2011 (2:00-4:00 PM)
October 7, 21, 2010	April 7, 2011 (2:00 – 4:00 PM)
November 18, 2010 (2:00-4:00 PM)	May 5, 2011 (2:00 – 4:00 PM)
December 2, 2010 (2:00-4:00 PM)	May 17, 2011 (2:00 – 4:00 PM) <i>Not Mandatory</i>

## XI. Future Agenda Items and Review of Action Items of Current Meeting

- a) Draft Information Technology Plan

**XII. Adjournment**

The meeting adjourned at 3:00 PM.



## **College Council Meeting Agenda**

**October 7, 2010**

**2:00 PM**

**Administrative Conference Room 212**

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:**

**Meeting Facilitator:** Jill Board and Matt Crow

### **I. Call to Order**

### **II. Roll Call**

### **III. Reading of Mission Statement**

*The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feed back or input which has been requested by College Council*

### **IV. Adding Action Items**

### **V. Approval of Minutes from Last Meeting – (September 16, 2010)**

### **VI. Closed Session**

### **VII. Discussion Issues**

- a) Reorganization (Board)
- b) Mid Year Accreditation Report (Board)

### **VIII. Information Issues**

- a) Dr. Fay's Resignation (Board)
- b) CLASS INITIATIVE (Jill)
- c) CCLC "2020 Vision: Commission on the Future" (Jill)
- d) Budget Update (Gale)



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- e) Budget Allocation Model (BAM) Update (Matt)
- f) Policy 3A8 and 3A4G
- g) Board of Trustees Goals & Priorities
- h) Strategic Planning
- i) Participatory Governance Event
- j) Equivalency
- k) Fall Enrollment, plus Current FTES Update

**IX. Standing Committee Reports**

- a) Accreditation Steering (Fay)
- b) Budget Development (Lebsock)
- c) Facilities (Daly)
- d) Professional Development (Crow)
- e) Safety and Security (Daly)
- f) Technology Resource Team

**X. Future Meeting Dates**

- a) **Next Meeting** – October 21, 2010

**b) Schedule**

<del>June 17, 2010 (2:00-4:00 PM)</del>	January 20, 2011 (2:00-4:00 PM)
<del>July 13, 2010 10-12 Set up CC Confer</del>	February 3, 2011 (2:00-4:00 PM)
<del>August 19, 2010 (Workshop)</del>	February 17, 2011 (2:00-4:00 PM)
<del>September 2, 2010 (2:00-4:00 PM)</del>	March 3, 2011 (2:00-4:00 PM)
<del>September 16, 2010 (2:00-4:00 PM)</del>	March 17, 2011 (2:00-4:00 PM)
October 7, 2010	April 7, 2011 (2:00 – 4:00 PM)
October 21, 2010	May 5, 2011 (2:00 – 4:00 PM)
November 18, 2010 (2:00-4:00 PM)	May 17, 2011 (2:00 – 4:00 PM)
December 2, 2010 (2:00-4:00 PM)	<i>Not Mandatory</i>

**XI. Future Agenda Items and Review of Action Items of Current Meeting**

- a) Draft Information Technology Plan

**XII. Adjournment**



## **College Council Meeting Minutes**

**October 7, 2010**

Administrative Conference Room 212

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:**

**Meeting Facilitator:** Jill Board and Matt Crow

### **I. Call to Order: 2:09**

### **II. Roll Call**

**Present:** Jill Board, Kathy Salisbury, Kim Kelly Schwartz, Claudia Sellers, Mary O'Neal for Laura Vasquez, John Daly, Matt Crow, Eric Johnson, Deanna Campbell, Shelley Crabtree

**Absent:** Heather Ostash, Jim Fay, Daryl Moline, Cheryl Gates, Natalie Dorrell

### **III. Reading of Mission Statement**

*The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feed back or input which has been requested by College Council*

### **IV. Adding Action Items**

**V. Approval of Minutes from Last Meeting – (September 16, 2010)** – The September 16, 2011, meeting minutes were distributed via email and hardcopy at the meeting for review and feedback.

### **VI. Closed Session**

### **VII. Discussion Issues**



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- a) **Reorganization** (Board) – Jill reviewed and discussed the 2010-2013 Reorganization and the reasons for each of the identified positions for now and the future. Jill recommended starting the process in next fall 2011. The KRV campus is moving to Kern Elementary School in Kernville. This represents the foreseen growth of equitable services. Mary O’Neal commented that she understands the reason for the plan, but where is the growth of faculty needs. Mary indicated that she would like the area reorganization staffing plan, to include faculty.

*Action Item: Jill will draft a reorganization plan to include faculty needs as well.*

- b) **Mid Year Accreditation Report** (Jill Board) – A copy of the Rubric and Narrative of the Accreditation responses was distributed electronically and hardcopy at the meeting. Jill explained that every time we have an accreditation visit, we then have to respond to the recommendations. Depending upon the shape we are in, the accreditation people, place us on a status of some sort. Cerro Coso has submitted their Mid Year Report. However, the KCCD Board of Trustees would like all the colleges to respond to where we are from a recommendation’s standpoint to see what we have completed. The Board is interested on how we are getting sustainable continuous quality improvement. The Rubric identified evaluating institutional effectiveness along with narrative. It is expected by AACJC that we are at a sustainable status, with continuous quality improvement. We still need to conduct a Program Review of General Education program and no one has yet owned up to doing it for Accreditation. The College Council reviewed the Rubric and Narrative that was presented to Board of Trustees. The Board would like an annual report of evaluating our institutional effectiveness.

*Action Item: Claudia Sellers will ask in CIC tomorrow about Student Learning Outlook component feedback from CIC.*

## VIII. Information Issues

- a) **Dr. Fay’s Resignation** (Board) – Dr. Fay has resigned his position as Vice President of Academic Affairs as of November 30, 2010. Cerro Coso is looking as soon as possible for an interim with select resumes from agencies. Jill asked for representation to review the interim select resumes from agencies. Those interested in participating speak to Tammy Kinnan about it. We need a person in place until June 30, 2011, with the anticipation of hiring permanently June 30, 2011.
- b) **CLASS INITIATIVE** (Jill) – A copy of the California Leadership Alliance for Student Success (CLASS) was distributed for review and discussed. This initiative includes 12 California Community Districts, sharing objectives and leadership matters. This initiative included information regarding shared cohorts

total number of students in the fall 2006 cohort for KCCD. Jill would like Cerro Coso to look at where we are in relation to this cohort, why are things not right, then take a look at your own area. Faculty chairs should be asking, what are we doing to create success, where are students not succeeding. By participating in this it is making an awareness, looking broader at a cohort, then you can bring it down to your college level, site, district, modality.

- c) **CCLC “2020 Vision: Commission on the Future”** (Jill) – A copy of the Community College League of California “2020 Vision: Commission on the Future”, was distributed for review.

**Budget Update** (Jill) – Community Colleges will see some growth funded with no negative COLA, Child Care fully funded, Economic Workforce Development will be receiving big money. Mary O’Neal reported that a 2.2% enrollment growth is anticipated.

- d) **2010-2011 – KCCD District Operations Budget** – was review and discussed.

#### **IX. Standing Committee Reports**

- a) Accreditation Steering (Fay)
- b) Budget Development (Lebsock)
- c) Facilities (Daly)
- d) Professional Development (Crow)
- e) Safety and Security (Daly)
- f) Technology Resource Team

#### **X. Future Meeting Dates**

- a) **Next Meeting** – October 21, 2010

- b) **Schedule**

<del>June 17, 2010 (2:00-4:00 PM)</del>	January 20, 2011 (2:00-4:00 PM)
<del>July 13, 2010 10-12 Set up CC Confer</del>	February 3, 2011 (2:00-4:00 PM)
<del>August 19, 2010 (Workshop)</del>	February 17, 2011 (2:00-4:00 PM)
<del>September 2, 2010 (2:00-4:00 PM)</del>	March 3, 2011 (2:00-4:00 PM)
<del>September 16, 2010 (2:00-4:00 PM)</del>	March 17, 2011 (2:00-4:00 PM)
October 7, 2010	April 7, 2011 (2:00 – 4:00 PM)
October 21, 2010	May 5, 2011 (2:00 – 4:00 PM)
November 18, 2010 (2:00-4:00 PM)	May 17, 2011 (2:00 – 4:00 PM)
December 2, 2010 (2:00-4:00 PM)	<i>Not Mandatory</i>

#### **XI. Future Agenda Items and Review of Action Items of Current Meeting**

a) Draft Information Technology Plan

**XII. Adjournment**

The meeting adjourned at 4:10 PM.



## **College Council Meeting Agenda**

October 21, 2010

Administrative Conference Room 212

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** College Council

**Meeting Facilitator:** Jill Board, Matt Crow

### **I. Call to Order**

### **II. Roll Call**

**Reading of Mission Statement :** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feed back or input which has been requested by College Council*

### **III. Adding Action Items: Oct. 7, 2010, Action Items & Prior**

### **IV. Approval of Minutes from Last Meeting – (October 7, 2010)**

### **V. Closed Session**

### **VI. Discussion Item/s**

- a) Security – debrief “Great Shake Out”
- b) Saturday Classes : Minimal Staffing
- c) Business Plan – South Kern/Kern River Valley
- d) Linking Planning to Budgeting Development

### **VIII. Information Item/s**

- a) Fall Fair, October 21-24, 2010
- b)
- c)
- d)

### **IX. Standing Committee Reports**

- a) Accreditation Steering
- b) Budget Development
- c) Facilities
- d) Professional Development
- e) Safety and Security



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f) Technology Resource Team

**X. Future Meeting Dates**

- a) Next Meeting
- b) Schedule

**XI. Future Agenda Items and Review of Action Items of Current Meeting**

**XII. Adjournment**



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## **College Council Meeting Minutes**

October 21, 2010

Administrative Conference Room 212

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** College Council

**Meeting Facilitator:** Jill Board and Matt Crow

**I. Call to Order: 2:08 PM**

**II. Roll Call**

**Present:** John Daly, Jill Board, Kathy Salisbury, Shelley Crabtree, Laura Vasquez, Matt Crow, Heather Ostash, Natalie Dorrell, Cheryl Gates, Erie Johnson, Deanna Campbell

**Absent:** Jim Fay, Claudia Sellers, Daryl Moline

**Reading of Mission Statement :** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feed back or input which has been requested by College Council*

**III. Adding Action Items:** The College Council reviewed the Action Items from Oct. 7, 2010, Action Items & Prior

**IV. Approval of Minutes from Last Meeting – (October 7, 2010) –** The October 7, 2010, meeting minutes were accepted and approved by consensus with corrections.

**V. Closed Session - None**

**VI. Discussion Item/s**

- a) **Security** – John Daly reported about the results of the “Great Shake Out”. It went great and we actually accomplished something. It was very fulfilling! Was their confusion, yes? It went well other than evacuation points. We can do better the next drill. The Incident Command Staff, scheduled one Friday a month to become familiar with process and staff. John, Clint, Jill met to identify the Incident Commanders, who are not all administrators. Jill reported Incident Command Structure. We could set up a triage! The Drill was also conducted at the KRV and the ESCC campuses. Erie Johnson reported that since KRV campus



had low enrollment that morning, but there were 50 students on campus. We received the air horn the morning of the 21<sup>st</sup> and at 10:21 AM the alarm sounded. The Drill was conducted at all three campuses to focusing on communications, utilities cutoff, evacuation, as well as drop and cover. Erie reported a near perfect process.

- b) **Saturday Classes:** Jill reported that Cerro Coso have no support staffing for Saturday classes. Sometimes Saturdays go without problems, and sometimes it doesn't. We are still responsible for the safety and security aspect of Saturday classes. What came out of Administrative Cabinet topic yesterday was that those who scheduled classes on Saturdays, we need to look into combining and do the types of same classes on Saturday. Discussion ensued, and Shelley Crabtree suggested consolidate classes in same building. Matt indicated he has heard that students would like to see the Learning Resource Center (LRC) open on Saturdays, also. John Daly suggested having a custodian who could work on Saturdays. It all depends on scheduling. A survey will be taken of students to identify whether or not the LRC should be open on Saturdays or not. The Associated Students of Cerro Coso (ASCC) will obtain the information from Jill Board.

*Action Item: Heather includes aspect in survey.*

- c) **Linking Planning to Budgeting Development – (Jill Board & Matt Crow)** – in Budget Development Committee at the end of year cycle, we should know how we linked budgeting to planning. We doing this kind of planning, but when we do labor, we are rolling over labor. Because we are so thinly staffed anyway, you saw Jill's reorganization. When unit plans are done, the budget kicks in. The Unit plan or a summary of technology. The Budget Development Committee really needs some input. It's bigger than unit plans. Asking for some direction because we want to work it out. Unit plans are due January 2011. Jill reported that she discussed with Gale Lebsock that she needs to develop an Administrative Services template for Unit Plans.

*Action Items: Bringing attention to College Council, on date department given, John Daly and Natalie Dorrell will need to talk with Gale Lebsock to define appropriate template that follows similar to Student Services and Academic Affairs.*

- d) **Board Action** – a Board Action Request related to two-year Occupational Program Review, as mandated by Title 5 (Section 78016), which requires the Board of Trustees to review for the documented labor market demand non-



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duplication was distributed for review. The Automotive Program was missing from the Board Action Request (BAR) packet. Cheryl Gates shared information about the Health Careers and Vocational Education segment. It was the consensus of the College to approve moving forward with the BAR when the missing Automotive Program Review is located.

***Action Item:** Jill will check into the missing Automotive Program Review and then move forward with the CTE Program Review BAR.*

### **VIII. Information Item/s**

The 2010 Fall Fair, October 21-24, 2010 – staff and faculty were encouraged to sign up to man the CCCC booths. We have received a lot of financial support from our community, contractors, 5 years of Star Party. We could pitch athletics, fund raisers, etc. These types of events are ways to give back to the community. Cerro Coso needs to be at the fair, in which the community attends. It is all of our responsibilities from top to bottom to recruit, sharing information such as we are your accredited college, so Cerro Coso is here for you. Our students are gung hoe about signing up to help us, but students are the least educated about the college. We still have spots without sign ups.

- a) **Business Plan** – South Kern/Kern River Valley- Erie worked on business plan this summer. Jill pulled more data together and updated data, then added the demographic overview data, had discussion with the other two college presidents, about service lines and whom serves where. We going to do exactly what we’ re doing. This now is pertinent because building KRV lease is up at the end of year and we are looking to relocate. Secondly, we have land in Cal City, and are looking at the needs of community, demographics of area, age wise, ethnicity, bottom line how much growth in ethnicity and age has changed. Our whole area is going to be looking differently. The South Kern area is going to have an engineering type jobs which include industry, facilities support services, mineral mining, correctional officers, and office clerks in general. What isn’t in data is renewable energy. We have a need for just in type training, business, business office technology programs, and strategic offerings of basic skills. Service occupations, some CTE, and some industrial technology. Jill gave an update on where we are headed. Community Education is real big. CAN and home health aide that’s what is moving forward. We also received a draft of ESCC’s Business Plan.



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- b) **Staffing** – a copy of the proposed 3-year staffing matrix with current and long term needs was distributed for review and discussion. Jill reviewed the justification for the proposed positions.

#### IX. Standing Committee Reports- not met

- a) Budget Development – The Committee will meet soon as we get an allocation.  
b) Facilities – The Facilities Committee have not met recently, but John Daly provided a facilities update of eight current projects at this time.

#### Construction Update

##### Science Modernization

- Phase 2 labs- Punch list 99% with the exception of the cabinets. Cabinet punch list is 99% complete.
- Phase 3- 98% complete. Contractor is looking to be complete by end of September.
- Elevators and stairwell work to be reviewed.
- Credits pending.
- LCP has detected prevailing wage payment violations with J. Alexander
- Fire Alarm test.
- Final clean up of all phases.
- Clean up Colombo's office.
- Turnover of all extra materials.
- Retest of Full Campus Fire Alarm Test

##### Fine Arts

- Construction is 78% complete.
- Start date, 12-28-10.
- Project duration, 250 Calendar days.
- Estimated completion, 1-28-2010
- Contractor is asking KCCD to purchase Material to keep moving
- Tiffany Group has had a stop notice filed against them from a sub contractor

##### Student Center - \$1,400,000.00

- Board approval award of contract, 10-14-10.
- Anticipated construction start date, 11-15-10.
- Project duration 210 calendar days.
- Anticipated completion date, 6-17-11.
- Award Base Bid and Alt 1-5
- J.M Builders were awarded the contract
- Contract amount \$1,731,000.00

##### Welding Lab Reroof

- Construction start date, 8-9-10.
- Roof completion, 10-15-10.
- Anticipated completion date, 10-29-10.
- Punch list on 10-20-10



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#### **Bridge Repairs**

- Anticipated construction start date, 11-1-10.
- Project duration, 120 calendar days.
- Anticipated completion date, 1-14-11.
- Award contract to JTS for \$398,020.00

#### **LRC CDC Parking Lots**

- AP Architects to provide scope and project schedule by end of October

#### **ADA Hardware**

- Board Approval November 4, 2010
- Construction Start Date December 17, 2010
- Construction Finish Date January 14, 2011
- JTS is going to be awarded the project
- Contract cost is \$125,700.00

#### **ESCC Power**

- Mammoth
- Bishop Funding source

#### **California City**

- Planning Update

#### **Planning**

- Main parking lot ADA compliance.
- New entry to main parking lot.
  - a. concrete
  - b. asphalt
- Full campus ADA audit.
- Bridge for east wing. ADA access and egress.
- Widen fire lane.
- ADA Signage Campus wide
- Campus Color Board
  - 1. Exterior Colors
  - 2. Interior Colors

#### **Future projects**

- Main Floor Modernization
- East Wing Expansion
- Vocational Ed Phase I
- Vocational Ed Phase II
- New M&O Building
- New Gym AC ( Gary is filing rebates)
- Shade structure for Child Care
- New Gym Boilers (Gary is filing rebates)
- Update Schedule Maintenance List

#### **Discussion Items**

- Tel Tec (Mammoth Bonds?)
- Simplex

#### **Scheduled Maintenance**

- Gym Boilers



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- Exterior Lighting
  - Gym HVAC Upgrade
  - Tennis Courts resurfacing
- c) Professional Development – The committee has never met. Shelley Crabtree volunteered to participate on the Professional Development Committee.
- d) Safety and Security – Scheduled to meet after College Council
- e) Technology Resource Team – not met

**X. Future Meeting Dates**

- a) Next Meeting - Nov. 18, 2010
- b) Schedule
- |   |                                  |
|---|----------------------------------|
| <del>June 17, 2010 (2:00-4:00 PM)</del>         | January 20, 2011 (2:00-4:00 PM)  |
| <del>July 13, 2010 10-12 Set up CC Confer</del> | February 3, 2011 (2:00-4:00 PM)  |
| <del>August 19, 2010 (Workshop)</del>           | February 17, 2011 (2:00-4:00 PM) |
| <del>September 2, 2010 (2:00-4:00 PM)</del>     | March 3, 2011 (2:00-4:00 PM)     |
| <del>September 16, 2010 (2:00-4:00 PM)</del>    | March 17, 2011 (2:00-4:00 PM)    |
| <del>October 7, 2010</del>                      | April 7, 2011 (2:00 – 4:00 PM)   |
| <del>October 21, 2010</del>                     | May 5, 2011 (2:00 – 4:00 PM)     |
| November 18, 2010 (2:00-4:00 PM)                | May 17, 2011 (2:00 – 4:00 PM)    |
| December 2, 2010 (2:00-4:00 PM)                 | <i>Not Mandatory</i>             |

**XI. Future Agenda Items and Review of Action Items of Current Meeting**

**XII. Adjournment**

The meeting adjourned at 3:56 PM.



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## **College Council Meeting Agenda**

November 18, 2010

Time: 2:00 PM

Location: Room 212

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** College Council

**Meeting Facilitator:** Matt Crow

### **I. Call to Order**

### **II. Roll Call**

### **III. Reading of Mission Statement**

### **IV. Adding Action Items**

### **V. Approval of Minutes from Last Meeting – (October 21, 2010)**

### **VI. Closed Session**

### **VII. Discussion Item/s**

- a) BAM Recommendations
- b) CCSSE
- c) State Budget Update
- d) FON – Hiring of Faculty
  - a. 3 New Faculty
  - b. 2 Replacements
- e) Grant Writing Process

### **VIII. Information Item/s**

- a) Announcements
  - a. Tentative Date for Participatory Governance Workshop
  - b. District Strategic Planning Recommendations

### **IX. Standing Committee Reports**

- a) Accreditation Steering
- b) Budget Development
- c) Facilities
- d) Professional Development
- e) Safety and Security



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f) Technology Resource Team

**X. Future Meeting Dates**

- a) Next Meeting: Dec. 2, 2010
- b) Schedule

**XI. Future Agenda Items and Review of Action Items of Current Meeting**

**XII. Adjournment**



## **College Council Meeting Minutes**

November 18, 2010

Time: 2:12 PM

Location: Room 212

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** College Council

**Meeting Facilitator:** Matt Crow

### **I. Call to Order:** 2:10 PM

### **II. Roll Call**

**Present:** Matt Crow, Shelley Crabtree, Cheryl Gates, Jim Fay, Kim Kelly, Daryl Moline, Claudia Sellers, Mary O'Neal for Laura Vasquez, Deanna Campbell

**Absent:** Laura Vasquez, John Daly, Jill Board, Heather Ostash, Erie Johnson, Natalie Dorrell, Kathy Salisbury

### **III. Reading of Mission Statement – Matt read the College Council Mission Statement:**

*The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feed back or input which has been requested by College Council*

**IV. Adding Action Items** – Since there were no action items associated with those college council members present, the action items were deferred.

**V. Approval of Minutes from Last Meeting – (October 21, 2010)** – The October 21, 2010 College Council meeting minutes were accepted by consensus with corrections.

**VI. Closed Session** - none

### **VII. Discussion Item/s**

- a) **BAM Recommendations** (Matt Crow) – A copy of the BAM Evaluation Report II from 11/16/2010 was distributed electronically and a hardcopy presented at the meeting for the Council members. Matt requested that the Council members take the BAM recommendations back to their constituent groups for feedback. Tom Burke is requesting feedback by December 2, 2010. It is to be taken to district



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consultation committee for approval in February 2011. Discussion ensued about the spending the reserves.

- b) **CCSSE** – (Matt) A copy of the CCSSE 2011 Special-Focus Items: Promising Practices for community College Student Success, a memo to the Executive Group explaining the Survey of Student Engagement, and the University of Texas at Austin’s Center for Community College Student Engagement (CCSSE) Community College Leadership Program was distributed electronically and a hardcopy was distributed at the meeting. The survey is being used for assessing student satisfaction.

***The Purpose:*** Established in 2001, CCSSE endeavors to assess improvement of student retention and learning; measure progress toward defined goals; respond to expectations for quality, performance and accountability; report data documenting the relationship between assessment/placement/student-success; and is committed to public reporting of its survey findings.

***CCSSE’s Pledge:*** *Produce 50% more students with high quality degrees and certificates by 2020, while increasing access and quality.*

- c) **State Budget Update** – (Matt Crow) –Matt read from the Executive Summary of the McCallum Report.

**Budget Update:** The Legislative analyst’s Office released their annual report on California’s fiscal outlook and the findings are much worse than many anticipated. Reading their analysis may not be good for your health. Instead of a \$12 billion budget gap, the LAO estimates that state lawmakers will have to come up with \$25 billion in solutions, \$6 billion of which comes from the current-year budget that was just finalized about a month ago. In addition to the \$25 billion budget gap, the Proposition 98 guarantee drops by about \$2 billion in 2012, meaning that in order to keep K-14 education flat, the problem is \$27 billion. Without sufficient resources to fund K-14 growth and COLA, if Proposition 98 is funded at the minimum level, programmatic cuts for K-14 in 2011-2012 would be over \$5 billion with community colleges assuming approximately \$550 million of that. The legislature has recommended a balanced approach to solving the budget gap, indicating that such a problem cannot be fixed without a revenue component, but the legislature will still need Republican votes or will need to go to the ballot for a tax increase. Additionally, the LAO has recommended that part of the solution be not funding the deferral to K-14 education that was a part of the recent budget act.

Governor Schwarzenegger has called a special session to begin December 6<sup>th</sup> when new lawmakers return to Sacramento to be sworn in. His plan is to address the \$6 billion current-year shortfall and has indicated that tax increases will not be



a part of his proposal. It is important that you meet with your local legislative representatives in the next weeks as budget decisions are already being discussed and considered by legislators and their staff.

- d) **Faculty Obligation Number (FON) – Hiring of Faculty (Matt Crow)**
  - a. 3 New Faculty
  - b. 2 Replacements

**FON Compliance 2010:**

While the Board of Governors was discussing whether or not to freeze the faculty obligation number (FON) for fall 2011, the Chancellor's Office was releasing guidance on compliance with the FON for fall 2010. Last year, the board froze the FON meaning that districts could comply either through maintaining the same number of full-time faculty or maintaining the same ratio of sufficient decrease in their funded credit FTES due to any number of reasons, including the workload reduction that was a part of the last budget deal, they may have a decrease in their FON.

Mary O'Neal explained what FON is related to the AB1725 and the 75/25%. The State Chancellor's office posts the FON every year. It has been frozen for two years. A FON 2010 prediction district wide is 374.6. The District has decided to move toward that goal before FON is unfrozen. Bakersfield College is currently at 67.3%, Cerro Coso at 52.3%, and Porterville College at 68%.

Discussion ensued about the significance of the prioritized faculty hiring recommendations developed by the Academic Senate. Do we have any guarantees of hiring the Academic Senates' recommendations for faculty hires? We need to continue the process. We need to ask for justification about why the prioritized Academic Senates' faculty hiring list is not being considered when hiring full-time faculty.

- e) **Grant Writing Process – (Matt)** A copy of the (3A2E) Policy and Procedure was distributed electronically and a hardcopy of distributed to the attending College Council members. The College Council representatives are charged with disseminating the information to constituency groups for feedback. The purpose of the grant process is to inform all stakeholders as early as possible.

Discussion ensued about whether the Grant Routing Process should include Academic Senate President's signature, representing the Academic Senate approval, especially if the grant includes faculty position, or changes to a program. As a result, it was recommended that input be put forward about including the Academic Senate's President's signature if the grant includes a faculty position or program change.





### VIII. Information Item/s

#### a) Announcements

- a. **Tentative Date for Participatory Governance Workshop** – (Matt) reported that a Feb. 11, 2011, date has been slated for a District wide, Participatory Governance Workshop, with iTV being made available to the colleges. The workshop is open to everyone to faculty, students, classified. Jane Patton, President of the Statewide Academic Senate and Scott Lay will be presenting. Shelley Crabtree asked if Classified would be given release time to attend?

*Action Item:* Shelley Crabtree will check with the President to see if Classified employees would be given release time to attend the district-wide Participatory Governance Workshop, slated for February 11, 2011.

- b. **District Strategic Planning Recommendations** – Postponed – However, Mary O’Neal reported that Doris Givens, Vice Chancellor, Educational Services, has been charged with beginning the strategic planning process.

### IX. Standing Committee Reports

- a) **Accreditation Steering** - no report  
b) **Budget Development** – Corey Marvin has stepped down because of time conflicts with CIC commitments.  
c) **Facilities** – no report  
d) **Professional Development** – need to address a more comprehensive development that covers every employee.  
e) **Safety and Security** – no report  
f) **Technology Resource Team** – What is the status of the IT Manager? Postponed.

### X. Future Meeting Dates

- a) Next Meeting: Dec. 2, 2010

Schedule

~~June 17, 2010 (2:00-4:00 PM)~~

~~July 13, 2010 10-12 Set up CC Confer~~

~~August 19, 2010 (Workshop)~~

~~September 2, 2010 (2:00-4:00 PM)~~

~~September 16, 2010 (2:00-4:00 PM)~~

~~October 7, 2010~~

~~October 21, 2010~~

~~November 18, 2010 (2:00-4:00 PM)~~

December 2, 2010 (2:00-4:00 PM)

January 20, 2011 (2:00-4:00 PM)

February 3, 2011 (2:00-4:00 PM)

February 17, 2011 (2:00-4:00 PM)

March 3, 2011 (2:00-4:00 PM)

March 17, 2011 (2:00-4:00 PM)

April 7, 2011 (2:00 – 4:00 PM)

May 5, 2011 (2:00 – 4:00 PM)

May 17, 2011 (2:00 – 4:00 PM)

*Not Mandatory*



**XI. Future Agenda Items and Review of Action Items of Current Meeting –**

Feedback to the Reorganization (**All**)

Adding Disc Golf Course to the Athletic Complex (Kim Kelly)

Feedback BAM Recommendations

**XII. Adjournment**

The meeting adjourned at 3:54 PM.



## **College Council Meeting Agenda**

Date: December 2, 2010

Time: 2:00 PM

Location: Administrative Conference Room 212

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:**

**Meeting Facilitator:**

- I. Call to Order**
- II. Roll Call**
- III. Reading of Mission Statement**
- IV. Adding Action Items**
- V. Approval of Minutes from Last Meeting – (November 18, 2010)**
- VI. Closed Session**
- VII. Discussion Item/s**
  - a) Feedback for BAM Recommendations (All)
  - b) Feedback for Reorganization (All)
  - c) Adding Disc Golf to the Athletic Complex (Kim Kelly-Schwartz)
  - d) Professional Development Task Force
- VIII. Information Item/s**
  - a) CCSSE & CCFSSE Update
  - b) Recruitment Hiring Update
- IX. Standing Committee Reports**
  - a) Accreditation Steering
  - b) Budget Development
  - c) Facilities
  - d) Professional Development
  - e) Safety and Security
  - f) Technology Resource Team
- X. Future Meeting Dates**



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- a) Next Meeting
- b) Schedule

**XI. Future Agenda Items and Review of Action Items of Current Meeting**

**XII. Adjournment**



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## **College Council Meeting Minutes**

Date: December 2, 2010

Location: Administrative Conference Room 212

**Type of Meeting:** College Council Regular Meeting

- I. Purpose of Meeting - Matt Read:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feed back or input which has been requested by College Council*

**Meeting Facilitator:** Jill Board and Matt Crow

### **II. Call to Order**

### **III. Roll Call**

**Present:** Natalie Dorrell, Pam Godfrey, Heather Ostash, Claudia Sellers, Kathy Salisbury, Jill Board, Kim Kelly Schwartz, Daryl Moline, Mary O'Neal for Cheryl Gates, Matt Crow, Deanna Campbell, John Daly

**GUEST:** KAREN O'CONNOR – PRESENTING PROGRAM REVIEW

**Absent:** Laura Vasquez, Erie Johnson, Shelley Crabtree,

### **IV. Reading of Mission Statement**

### **V. Adding Action Items – Feedback from Budget Allocation Model**

- VI. Approval of Minutes from Last Meeting – (November 18, 2010)** – It was the consensus of the College Council to accept the November 18, 2010, meeting minutes as presented.

### **VII. Closed Session - None**

### **VIII. Discussion Item/s**

**Feedback from Academic Senate on the BAM Evaluation Report**



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- adhere to budget allocation model
- **Serious** concerns were shared about the use of external consultant **in a time of financial uncertainty and budget problems**, and input from inside
- SSEC group – Discussion ensued about discretionary carryover for the district – earmarks for projects which carryover fiscal years. Will there be a way to earmark funds over the year to get to the money?

**District Office Carryover:** questions arose about the necessity of this as the district asks for a budget every year, so why do they need carryover? Discussion ensued about discretionary funds, carryover, and the Budget Allocation Model. **A point was made that carryover might increase colleges' general funds.** Claudia shared that colleges are held to model but the district is not. The district did not use reserves to backfill for budget shortages. The colleges went into their reserves to backfill shortages. If we would follow the Budget Allocation Model, we could all serve the students, which is why we are here. Received feedback about hiring outside consultant/s. Bakersfield College is on the fence. PC & CC are different beasts and **argue** about structural difference and full time to part time pay issues. At CC, sites, IWV SK KRV, ESCC B/M present different structural costs, but PC has higher percentage of full time faculty. BAM follows the STATE budget allocation model. Consensus of constituencies does not recommend consultant to review structural cost differences. The internal issue is a trust issue. Mary recommends instead of paying funds for consultant, have staff visit sites and physically see the differences then use money for students. Consensus would rather spend the money on students. College Council consensus is not to hire a consultant. The general thought is that BAM washes everything out. If we actually use money to analyze data and have discussions between all three colleges, then we would have the trust. The main feedback to BAM recommendations were three topics consultant, discretionary carryover, and BAM not being followed by deviating from Model. One explanation of the Boards' reasoning was that the College Reserves were high, and Board didn't want to release district reserves when colleges' reserves were high. The effect of not applying the BAM is just putting money in reserves. Budgeting is a tool, our best guess of our way to serve students. A question was raised as to whether the students had a chance to look at it, Daryl, not an official response, was that students took a general dislike, to spending money for an outside consultant and not putting into onsite classes. Students were also disappointed, not enough to work in financial aid, but plenty money in reserves. Another point made was that we bring forward a developed zero based budget to justify our allocation of money using unit plans identifying our needs. The district should follow the Model and leave the Presidents to spend the money how they see fit. The presidents have the responsibility to have control over the allocation and how to spend the money. Let's use money to be used on consultant to spend getting staff to understand each of the colleges' missions. Also, Tom Burke needs to go to each campus to explain the process. If additional information in response to the BAM comes forward, forward it to Jill or Matt.



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No feedback from ESCC on BAM. In regards to reorganization, a couple of individuals responded from adjunct faculty, nothing in it about faculty Deanna reported.

**Classified concerns:** Natalie said classified member shared concerns about vacant positions not being filled, DAIII in Counseling. DAIII position allocation has become smaller than previous allocations. No immediate plan to fill position. Kathy questioned why are we wanting to hire so many more administrators

- a) **Feedback for Reorganization (All)** – reviewed Reorganization – and discussed for feedback from all constituent groups. Regarding the Dean of Students – Academic Senate would like to see data behind it. Would like to see justification for Dean of Students – Maybe put up on Moodle. SK voiced concerns about counselor at all sites except SK has Ed Advisor. Pam Godfrey said that we need more of everybody, faculty and support staff. She wants faculty plan, an organized 3 year hiring plan tied to unit plans. Academic Senate is going present a resolution to hire 9 faculty, w/4 new w/o unit plans. In general there was a desire for an explanation of data behind admin positions, and the 3 year plan be tied to faculty plan, and concern about Cal City becoming an entity. The question was raised how did it? Cal City was a part of our South Kern Area – a few years ago, the district was just buying land in Cal City for possible future use last spring. Jill has been asked to assess, what a fully functional site looks like. What are the functions? Erie and Jill put together a business plan looking at data, and thought about what are the ed demands, do we need another physical site that costs us money? Jill has been consulted with regard to thoughts about building a strip mall and leasing it out to make some money, but Jill not in support of strip mall associated with campus. Status of Cal City and progress is a general concern. Mary shared we are not meeting our existing student needs well enough to move forward with developing another site. Discussion ensued about Cal City and whether a new physical site is warranted when we have become very much an online college. Some questioned whether a decision to shift classes online to deal with budget cuts justified our need to meet the needs of all our students. The Distant Education Task Force is doing a fast evaluation for online classes to improve our online service. We are mandated by State to serve our service area, in the best way we can, and this includes our physical service area, and do it the best way to serve the service area. We need to look at what do we want to provide online and whether we can we do it well. We have an online college, like SK campus, KRV campus. Someone else argued that if online is a mode of delivery, why do we say it is a virtual campus, but when discussions are had, it is a mode of delivery. If it is a campus, it is going to take the same educational resources to



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educate: Core English, Math, and Counselor. The need for a Dean of Liberal Arts and Distance Education was questioned. Would this mean keeping a CTE Dean?

Jill is to look information, add information suggested, come to CSEA & Academic Senate groups, then give concise look, and add faculty in and look at cost.

***Action Item:** Jill is to look information, add information suggested, come to CSEA & Academic Senate groups, then give a concise look, and add faculty in and look at cost.*

***Action Item:** Jill will, identifying the new, shifted and old positions and old positions and present it to CSEA and Academic Senate.*

- a) Adding Disc Golf to the Athletic Complex (Kim Kelly-Schwartz)- postponed until January 20, 2011 meeting.
- b) **Professional Development Task Force (Jill)** –struggling with the whole idea around professional development. A task force was developed to identify what it should look like and what are the processes of what it should look like. I'd like the task force to make recommendation, such as the type of funding that we may want to commit as a college to support professional development across the college. Does College Council think it is viable directions? Would you like Jill to send out to senates to ask for representatives to sit on task force?

***Action Item:** The Professional Development Task Force will bring forward their recommendations for a reasonable funding source.*

***Action Item:** The Professional Development Task Force is tasked to meet in February 2011. Get email out get volunteers to help.*

***Action Item:** Jill will send out an email to senates requesting representatives to serve on the Professional Development Task Force.*

- c) **Thanksgiving Week (Matt)** – Observation from Karen O'Connor, a lot of confusion about whether there was suppose to be school or not. A lot of students were confused as to what happens that week. It is up to the faculty and administration to adhere to their contract. What do we do? It is up to faculty and administration that calendar days are met, if we are starting to see some faculty. It is a matter of communicating across the board. Encouraged to know we are meeting.

***Action Item:** Jill will send a reminder two weeks prior to the Thanksgiving week notifying students about the process.*



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## VIII. Information Item/s

- a) **Program Review** (Business Office Technology & Business Programs) – Karen O’Connor presented to the College Council for review and acceptance the program review for (1<sup>st</sup>) Bus Office Technology and Business Programs. Both have gone through CIC and approved by Academic Senate. Karen presented brief overview and some of the key things in reviewing the program and her recommendations. ***It was the consensus of the College Council to accept the Business Office Technology & Business Programs Program Reviews.*** The College Council thanked Karen O’Connor and Matt Hightower for their work with both program reviews.
- b) **CCSSE & CCFSSSE Update** – student engagement surveys are slated for distribution next semester, which will be completed in class, by each person, IT goes through schedule, runs classes randomly, and then students take the survey. The faculty will also take a survey of engagement as well. The third part is they have just developed an on online tool, and we requested to pilot it. Heather Ostash indicated participants are selected by lottery, similar to Noel Levitz processes. We wanted to fill in the gap of what to expect. If not them, then we need to take a look at who offers a survey? At least we have information to reference through the process.

*Action Item: Tina Tuttle, Institutional Researcher, will research what else is there.*

- c) **Recruitment Hiring Update** (Jill) – See what positions are out there
- IT Manager position was reopened
  - Advertised PIO
  - Interviewing next week, Community & Continuing Education candidates
  - Vice President of Academic Affairs the Screening Committee is looking applicants to interview for interims. If we don’t find a fit, Jill will check with the Chancellor to see if faculty may be interested in doing job for a semester.
- d) **District wide Strategic Plan** – distributed copy of district-wide Strategic Plan. Jill reported that Doris Givens, Vice Chancellor, Educational Services, have been tasked with reviewing Strategic Plan, putting out a process and ask the colleges to respond back with feedback.

## IX. Future Meeting Dates

- a) Next Meeting
- b) Schedule
- |   |                                 |
|---|---------------------------------|
| <del>June 17, 2010 (2:00-4:00 PM)</del>         | January 20, 2011 (2:00-4:00 PM) |
| <del>July 13, 2010 10-12 Set up CC Confer</del> | February 3, 2011 (2:00-4:00 PM) |



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~~August 19, 2010 (Workshop)~~  
~~September 2, 2010 (2:00-4:00 PM)~~  
~~September 16, 2010 (2:00-4:00 PM)~~  
~~October 7, 2010~~  
~~October 21, 2010~~  
~~November 18, 2010 (2:00-4:00 PM)~~  
~~December 2, 2010 (2:00-4:00 PM)~~

February 17, 2011 (2:00-4:00 PM)  
March 3, 2011 (2:00-4:00 PM)  
March 17, 2011 (2:00-4:00 PM)  
April 7, 2011 (2:00 – 4:00 PM)  
May 5, 2011 (2:00 – 4:00 PM)  
May 17, 2011 (2:00 – 4:00 PM)  
*Not Mandatory*

## **X. Future Agenda Items and Review of Action Items of Current Meeting**

## **XI. Adjournment**

The meeting is adjourned at 4:50 PM.



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## **College Council Meeting Agenda**

January 20, 2011

2:00 PM

Administrative Conference Room 212

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feed back or input which has been requested by College Council*

**Meeting Facilitator:**

**I. Call to Order**

**II. Roll Call**

**III. Reading of Mission Statement**

**IV. Adding Action Items**

**V. Approval of Minutes from Last Meeting – (December 2, 2010)**

**VI. Closed Session**

**VII. Discussion Item/s**

- a) Budget Development Calendar (Jill)
- b) Update on Reorganization from Flex
- c) Disc Golf to the Athletic Complex (Kim Kelly-Schwartz)

**VIII. Information Item/s**

- a) Emergency Action Plan (Jill)
- b) Update CCSSE & CCFSSSE (Tina Tuttle)
- c) District-wide Strategic Plan (Jill)

**IX. Standing Committee Reports**

- a) Accreditation Steering
- b) Budget Development
- c) Facilities
- d) Professional Development
- e) Safety and Security
- f) Technology Resource Team



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## **X. Future Meeting Dates**

a) Next Meeting – February 3, 2011

b) Schedule

~~June 17, 2010 (2:00-4:00 PM)~~

~~July 13, 2010 – 10-12 Set up CC Confer-~~

~~August 19, 2010 (Workshop)~~

~~September 2, 2010 (2:00-4:00 PM)~~

~~September 16, 2010 (2:00-4:00 PM)~~

~~October 7, 2010~~

~~October 21, 2010~~

~~November 18, 2010 (2:00-4:00 PM)~~

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March 3, 2011 (2:00-4:00 PM)

March 17, 2011 (2:00-4:00 PM)

April 7, 2011 (2:00 – 4:00 PM)

May 5, 2011 (2:00 – 4:00 PM)

May 17, 2011 (2:00 – 4:00 PM)

*Not Mandatory*

## **XI. Future Agenda Items and Review of Action Items of Current Meeting**

## **XII. Adjournment**

The meeting adjourned at 4:05 PM.



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## **College Council Meeting Minutes**

January 20, 2011

Administrative Conference Room 212

**Type of Meeting:** College Council Regular Meeting

- I. Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feed back or input which has been requested by College Council*

**Meeting Facilitator:** Jill Board, College President and Matt Crow, Academic Senate President

### **II. Call to Order: 2:10 PM**

### **III. Roll Call**

**Present:** John Daly, Crystal Freeman (Student Rep), John Daly, Rick Post, Kathy Salisbury, Shelley Crabtree, Laura Vasquez, Pam Godfrey, Cheryl Gates, Deanna Campbell, Claudia Sellers, Kim Kelly Schwartz

**Guest:** Gale Lebsock, Tina Tuttle

**Absent:** Heather Ostash, Natalie Dorrell, Erie Johnson

### **IV. Reading of Mission Statement**

### **V. Adding Action Items**

### **VI. Approval of Minutes from Last Meeting – (December 2, 2010)**

### **VII. Closed Session - None**

### **VIII. Discussion Item/s**

- a) Budget Development Calendar (Gale) – Gale reviewed 2011-11 Budget Development timeline for CCCC to College Council. College Council will have an opportunity to review the Budget before sending to district. Gale reported that the budget worksheets are being modifying college-wide by organization codes, departments, prior yr actual budgets, and a place to request funding for the new fiscal year; operating under assumption of a zero based budget, following district plans and a place for justifying requests. At end of semester Gale, Clint, review FOAPALs for permanent labor.



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<b>Cerro Coso Community College</b>	
<b>2011-2011 Budget Development - DRAFT</b>	
<b>Date</b>	<b>Action</b>
2/11/2011	Send out Budget Worksheets - includes PY actuals and YTD @ 1/31/11
2/24/2011	Permanent labor FOAPAL review
2/25/2011	Worksheets due back to Gale
2/26-3/6/11	Compilation and summarizing of requests
3/7-4/20/11	Budget development by committee
4/21-27/11	Worksheets updated with tentative budget
4/28/2011	Distribute tentative budget to College Council members
5/5/2011	College Council-discussion and endorsement of tentative budget
6/9/2011	Budget submitted to KCCD BOT for approval for June 9, 2011 Meeting

***Action Item** – Gale will send out an email to remind departments to start building their budgets to get ready for preparation of budget worksheet. Feb 11, 2011 timeline*

Jill reported that discussion occurred about tying Unit Plans to the Budget which happened last year in 2010. For College Council purposes this budget development process will be implemented whether or not the Unit Plans are submitted. If not submitted, no funding will be issued. The College Council members will see the recommended budget on the April 28, 2011 meeting for the May 5, 2011, College Council’s meeting discussion and endorsement of the tentative budget.

Gale has no budget solutions to share right now.

- b) **Update on Reorganization from Flex** – (Jill) received feedback from faculty for Flex Day. As a result the Dean of Liberal Arts and Distance Education will be completely taken off the reorganization list. Along with a few changes under classified positions. One of the positions pulled was because Gale brought to Jill’s attention the Distance Learning Coordinator. We really need a leader. The other position was Corey Bleau position of Instructional Design, That position can do web pieces. We are keeping the Instructional Design position because that position consists of additional duties the web designer position cannot do. Between the



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Distance Learning Coordinator, we are going to keep Corey's position (Instructional Design) take it off the reclassification list, and put in between classified and administration. Those were major changes that came out of that morning. We encourage Kathy Salisbury and Shelley Crabtree to take a really good look at classified positions. Jill will send out narratives prior to discussion. So if there is discussion, enlightenment, truly where work is, she would like to hear it. She really thinks there is a need for this position. Expect something to be pushed out to you soon.

- c) **Disc Golf to the Athletic Complex** (Kim Kelly-Schwartz) – Kim presented a request for Disc Golf Course at Athletic Complex, coupled with rebuilding or fixing the Par Course. Kim met with concerned groups to set up Disc Golf Course. The local disc golf group has volunteered to design the course for college for free. Work with on campus classes to create launch board (digital design and welding class). Potential expansion of course with welding classes and creating more basket for course. Potential remake cost \$6,000.

John reported that it would not just be a patch job, if address Par Course issues, we would have to fix it completely which would cost more than \$6,000 to bring to building code requirements.

*Action Item: John will get experts through K&L to walk with Kim to make educated decision to deal with Disc Golf/Par Course.*

*Action Item: John and Kimberlee will meet to discuss decision for refurbishing Disc Golf par Course.*

## VIII. Information Item/s

- a) **Emergency Action Plan** (Jill) – reviewed plan. We as a college have made really good progress. Last year the district hired a consultant to develop Emergency Action Plan and the draft never came back to us. Due to the employee leaving assigned that duty, the draft never got sent out. Clint took the plan and reduced plan to Cerro Coso's needs only and that is the draft disseminated to all staff on the first day of classes to all sites.

The Emergency Action Plan document is a living and breathing document. Jill began reviewing the document beginning with definitions, moving on through general information, evacuation and drills. The Safety Committee will meet to discuss procedures. We all need to be looking at the document to see what is relevant. We are doing some of the processes already, but to formalize it. It is each of our responsibilities to familiarize ourselves with these procedures.

John reported that we will be participating in the Great Shake Out in Fall 2011.



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One snow day made Jill realized how actually have to do work-arounds when technology doesn't work and that people were on strange lists. We have a lot of work to do, we know now where some of gaps are, and we have notification system.

***Action Item** – John will make sure first aid kits are up to date and provide a list of where first aid kits are located.*

***Action Item:** John will provide updates to the Emergency Action Plan to include updated maps. John reported that there is actually training for the 100 to 700 AED for people.*

On **February 22-23, 2011** the Naval Air Warfare Station (NAWS) is going to conduct a base readiness test in case of treats. This is step up from previous years. On **February 22, 2011**, the Community Safety Event is slated with higher visibility than usual. It could affect traffic, but the Committee wants the community to know it is only a test. Solid Curtain Citadel Shield 2011, due to incident at Ft. Hood.

- b) **Update CCSSE & CCFSSSE** (Tina Tuttle) – updated the College Council on the status of the CCSSEE and CCFSSSEE surveys. Ms. Tuttle distributed a brief description of the questions which will be on the survey. It is a step in the right direction as to trying to collect evidence about what effects student success. This technology was developed 10 years ago and it collects information about students related to student engagement. A random sampling of all samplings will be selected for the semester, by classes which will be conducted in April. This information will be benchmarked between 377 other institutions, between 50 and 67 sections, not including online classes. Online random sampling surveys may be conducted later. Survey size is based on the size of their server.

The only way to insure your anonymity is to take the survey because Tina will know who does not take survey. It drives our assessment about how we are serving people so we can present ourselves accurately and plan appropriately. It is very important that he student engage in this survey.

- c) **District-wide Strategic Plan** (Jill) – Jill announced that all employees are going to receive an online survey. Jill encouraged all to self up to be presented to district. Your information is what this team of people is going to respond to. Many more people who are on the west side of the mountains.
- d) **Communication Efforts (Jill)** – Jill created the Cerro Coso Chronicle. We need more ways to communicate, similar to Monday Morning memo, but it will not be



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disseminated every week. In that scheduling the President is creating a President's Coffees session so that everyone may have an opportunity for discussions, in which she will ask attendees to provide her with topics for discussion, which will help her be more effective. One topic is the Community and Contract Education and how it plays a roll to get people to understand the differences and how it is an advantage college-wide. On Feb 8<sup>th</sup> visit from chancellor Serrano moved into march 2011. Jill have something out next week about date reschedule. If you know something that should be discussed let Jill know.

## IX. Standing Committee Reports

- a) **Accreditation Steering** (Rick Post) – is putting legs to it. Jill notified Rick that this is where he would report the status of the Accreditation Steering Committee.
- b) **Budget Development** - budget development timeline presented by Gale Lebsock
- c) **Facilities** (John Daly) – reported that
  - Science is wrapping up today, hitting on the punch list
  - Air Conditioning parts are due next week
  - Fine Art's project is delayed 60 day, slated for complete by March 28<sup>th</sup>.
  - Welding Lab – the welding leak repair is complete, however there appeared to be two leaks
  - Bridge repairs are behind 3 weeks due to design issues, anticipated completion soon. Part of the delay has been weather
  - LRC/CDC parking lot was lost at DAS waiting for them to return from holiday break
  - ADA hardware project is in process, automating doors, with ADA project ties into student project
  - Welding remediation project starting in Bishop slated to begin next week
  - The Facilities Committee met yesterday, and will submit a report to College Council.

Matt Crow reported that on the classroom remodel, the faculty preferred projectors instead of TVs. Gale reported that the equipment has already been ordered.

- d) **Professional Development** – is in the process of calling a meeting
- e) **Safety and Security** – is scheduled to meet at 4:00 PM
- f) **Technology Resource Team** – not meeting yet

Kim announced that Daryl Moline has resigned as student body president and Crystal Freeman, Vice President has stepped into the position.

## X. Future Meeting Dates

- a) Next Meeting – February 3, 2011



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**b) Schedule**

<del>June 17, 2010 (2:00-4:00 PM)</del>	January 20, 2011 (2:00-4:00 PM)
<del>July 13, 2010 10-12 Set up CC Confer-</del>	February 3, 2011 (2:00-4:00 PM)
<del>August 19, 2010 (Workshop)</del>	February 17, 2011 (2:00-4:00 PM)
<del>September 2, 2010 (2:00-4:00 PM)</del>	March 3, 2011 (2:00-4:00 PM)
<del>September 16, 2010 (2:00-4:00 PM)</del>	March 17, 2011 (2:00-4:00 PM)
<del>October 7, 2010</del>	April 7, 2011 (2:00 – 4:00 PM)
<del>October 21, 2010</del>	May 5, 2011 (2:00 – 4:00 PM)
<del>November 18, 2010 (2:00-4:00 PM)</del>	May 17, 2011 (2:00 – 4:00 PM)
<del>December 2, 2010 (2:00-4:00 PM)</del>	<i>Not Mandatory</i>

**XI. Future Agenda Items and Review of Action Items of Current Meeting**

**XII. Adjournment**

The meeting adjourned at 4:05 PM



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## Feedback from Academic Senate on the BAM Evaluation report

- adhere to budget allocation model
- Serious concerns were shared about the use of external consultant in a time of financial uncertainty and budget problems, and input from inside
- SSEC group – Discussion ensued about discretionary carryover for the district – earmarks for projects that carryover fiscal years. Will there be a way to earmark funds over the year to get to the money?
- District Office Carryover: questions arose about the necessity of this as the district asks for a budget every year, so why do they need carryover? Discussion ensued about discretionary funds, carryover, and the Budget Allocation Model. A point was made that carryover might increase colleges' general funds
- Claudia shared that colleges are held to model but the district is not. The district did not use reserves to backfill for budget shortages. The colleges went into their reserves to backfill shortages. If we would follow the Budget Allocation Model, we could all serve the students, which is why we are here.

Received feedback about hiring outside consultant/s. Bakersfield College is on the fence, PC & CC are different beasts and argue about structural difference and full time to part time pay issues. At CC, sites, IWV SK KRV, ESCC B/M present different structural costs, but PC has higher percentage of full time faculty. BAM follows the STATE budget allocation model. Consensus of constituencies does not recommend consultant to review structural cost differences. The internal issue is a trust issue. Mary recommends instead of paying funds for consultant, have staff visit sites and physically see the differences then use money for students. Consensus would rather spend the money on students. College Council consensus is not to hire a consultant. The general thought is that BAM washes everything out. If we actually use money to analyze data and have discussions between all three colleges, then we would have the trust. The main feedback to BAM recommendations were three topics consultant, discretionary carryover, and BAM not being followed by deviating from Model. One explanation of the Boards' reasoning was that College Reserves were high, and Board didn't want to release district reserves when colleges' reserves were high. The effect of not applying the BAM is just putting money in reserves.

Budgeting is a tool, our best guess of our way to serve students. A question was raised as to whether the students had a chance to look at it, Daryl, not an official response, was that students took a general dislike, to spending money for an outside consultant and not putting into onsite classes. Students were also disappointed, not enough to work in financial aid, but plenty money in reserves. Another point made was that we bring forward a developed zero based budget to justify our allocation of money using unit plans identifying our needs. The district should follow the Model and leave the Presidents to spend the money how they see fit. The presidents have the responsibility to have control over the allocation and how to spend the money. Let's use money to be used on consultant to spend getting staff to understand each of the colleges' missions. Also, Tom Burke need to go to each campus to explain the process. If additional information in response to the BAM comes forward, forward it to Jill or Matt.

No feedback from ESCC on BAM. In regards to reorg a couple of individuals responded from adjunct faculty, nothing in it about faculty Deanna reported.

Classified concerns: Natalie said classified member shared concerns about vacant positions not being filled, DAIII in Counseling. DAIII position allocation has become smaller than previous allocations. No immediate plan to fill position. Kathy questioned why are we wanting to hire so many more administrators

- a) Feedback for Reorganization (All) – reviewed Reorganization – and discussed for feedback from all constituent groups. Regarding the Dean of Students – Academic Senate would like to see data behind it. Would like to see justification for Dean of Students – Maybe put up on Moodle. Jill will Action Item, identifying new positions, shifted, positions and old positions. SK voiced concerns about counselor at all sites except SK has Ed Advisor. Pam Godfrey said that we need more of everybody, faculty and support staff. She wants faculty plan, an organized 3 year hiring plan tied to unit plans. Academic Senate is going present a resolution to hire 9 faculty, w/4 new w/o unit plans. In general there was a desire for an expansion of data behind admin positions, and the 3 year plan be tied to faculty plan, and concern about Cal City becoming an entity. The question was raised how did it? Cal City was a part of our South Kern Area – a few years ago, the district was just buying land in Cal City for possible future use last spring. Jill has been asked to assess, what a fully functional site looks like. What are the functions. Erie and Jill put together a business plan looking at data, and thought about what are the ed demands, do we need another physical site that costs us money? Jill has been consulted with regard to thoughts about building a strip mall and leasing it out to make some money, but Jill not in support of strip mall associated with campus. Status of Cal City and progress is a general concern.
- Mary shared we are not meeting our existing student needs well enough to move forward with developing another site. Discussion ensued about Cal City and whether a new physical site is warranted when we have become very much an online college. Some questioned whether a decision to shift classes online to deal with budget cuts justified our need to meet the needs of all our students. The Distant Education Task Force is doing a fast evaluation for online classes to improve our online service. We are mandated by State to serve our service area, in the best way we can, and this includes our physical service area, and do it the best way to serve the service area. We need to look at what do we want to provide online and whether we can we do it well. We have an online college, like SK campus, KRV campus. Someone else argued that if online is a mode of delivery, why do we say it is a virtual campus, but when discussions are had it is a mode of delivery. If it is a campus, it is going to take the same educational resources to educate: Core English, Math, and Counselor. The need for a Dean of Liberal Arts and Distance Education was questioned. Would this mean keeping a CTE Dean?
- Jill is to look information, add information suggested, come to CSEA & Academic Senate groups, then give concise look, and add faculty in and look at cost.

Administrative Assistant to the President

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## **College Council Meeting Agenda**

February 3, 2011

2:00 PM

Location: LRC 604

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feed back or input which has been requested by College Council*

**Meeting Facilitator:** Matt Crow & Jill Board

- I. Call to Order**
- II. Roll Call**
- III. Reading of Mission Statement**
- IV. Adding Action Items**
- V. Approval of Minutes from Last Meeting – (Date)**
- VI. Closed Session**
- VII. Discussion Item/s**
  - a) Funding Unfunded Liabilities (Jill)
  - b) Changes to Board Policy and Procedures (Grade Change and Independent Study (Matt)
- VIII. Information Item/s**
  - a) CCLC Legislative Conference Report (Jill)
- IX. Standing Committee Reports**
  - a) Accreditation Steering
  - b) Budget Development
  - c) Facilities
  - d) Professional Development
  - e) Safety and Security
  - f) Technology Resource Team
- X. Future Meeting Dates**



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a) February 17, 2010

b) Schedule

~~June 17, 2010 (2:00-4:00 PM)~~

~~July 13, 2010 10-12 Set up CC Confer~~

~~August 19, 2010 (Workshop)~~

~~September 2, 2010 (2:00-4:00 PM)~~

~~September 16, 2010 (2:00-4:00 PM)~~

~~October 7, 2010~~

~~October 21, 2010~~

~~November 18, 2010 (2:00-4:00 PM)~~

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~~January 20, 2011 (2:00-4:00 PM)~~

February 3, 2011 (2:00-4:00 PM)

February 17, 2011 (2:00-4:00 PM)

March 3, 2011 (2:00-4:00 PM)

March 17, 2011 (2:00-4:00 PM)

April 7, 2011 (2:00-4:00 PM)

May 5, 2011 (2:00-4:00 PM)

May 17, 2011 (2:00-4:00 PM)

*Not Mandatory*

## **XI. Future Agenda Items and Review of Action Items of Current Meeting**

## **XII. Adjournment**



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## **College Council Meeting Minutes**

February 3, 2011

Location: LRC 604

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feed back or input which has been requested by College Council*

**Meeting Facilitator:** Matt Crow & Jill Board

### **I. Call to Order 2:06 PM**

### **II. Roll Call**

**Present:** Erie Johnson, John Daly, Claudia Sellers, Mary O'Neal attending for Laura Vasquez, Heather Ostash, Kathy Salisbury, Matt Crow, Crystal Freeman (Student Rep), Cheryl Gates, Pam Godfrey

**Absent:** Jill Board, Deanna Campbell, Laura Vasquez, Kim Kelly Schwartz, Rick Post, Shelley Crabtree

### **III. Reading of Mission Statement**

### **IV. Adding Action Items -**

**V. Approval of Minutes from Last Meeting – (January 20, 2011)** January 20, 2011 meeting minutes were presented for review and accepted.

### **VI. Closed Session**

### **VII. Discussion Item/s**

**Funding Unfunded Liabilities** (Heather Ostash/Mary O'Neal) – A copy of the Legislator's Fact Sheet, 2011 KCCD Budget Issues & Perspectives, the KCCD Reserves & Liability Analysis, and KCCD Student Demographics and CCCC Fast Facts 2010 was distributed to attending College Council members for review and discussion. Mary O'Neal reported, in terms of the KCCD Reserves & Liability Analysis, that she attended the KCCD Finance Committee via CC Confer, and found that KCCD has the highest reserve in the state of all the California's community colleges. The state of California is in discussion about not funding allocations based on



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the amount of funds over the required amount of reserves, requiring the district to use the reserves over the recommended amount for each district. The Finance Committee is recommending moving over \$12 M to a separate account for the purpose of insuring of Certificates of Participation to bring the reserves down to lower levels. Mary believes the \$12M should be moved from the district reserves with a plan to spend the money down. Discussion ensued about the reserves. The student representative (Crystal Freeman) relayed her perspective expressing how difficult it is for a student to attend college without the necessary services due to lack of staff. John Daly's perspective is that the funds could be used to repair the poor state of the buildings due to lack of funds. The buildings are in a disgusting state of affairs. It was recommend to John that he should have a plan for needed for building repairs and equipment. *It is the consensus of the College Council that the President to take to the Chancellor our recommendation that the colleges develop a plan to access the reserves to better meet the needs of our students and bring the reserves to recommended levels.*

- a) **Changes to Board Policy and Procedures (Matt Crow)** – A copy of the (4C4C Grade Change Policy and Procedures and 4B8-Independent Study Policy be reviewed Board Policy and Procedure changes for 4C4C Student/Instructional Services, Policy 4B8 for review and feedback. Discussion ensued and it was identified that the form itself is an improvement for the grade changing process. However other issues were identified such and the review/signature trail and the instructional timeline for the grading changes. The Board Policy related to grade changing and Independent Study should be more explicit. Matt Crow suggested the documents be taken to the consistency groups for more feedback.

*Action Item:* Heather Ostash will work with Matt Crow toward language changes to Grade Change to Independent Studies.

*Action Item:* Heather and Matt will verify whether or not the Independent Study Policy is in line with Title 5 regulations.

### VIII. Information Item/s

- a) **CCLC Legislative Conference Report** (Heather Ostash) – Heather reported information about Community College League of California (CCLC) Legislative Conference and the Community College System. Proposed funding cuts to Community Colleges is \$400 M. Legislative fact sheets about students we serve and the advocating the vote to sustain funding for community colleges for the entire state was relayed.
- b) **Unfunded Liabilities** (Mary O'Neal) – Since Mary O'Neal attended the KCCD Finance Committee meeting via telephone Mary reported her perception of the meeting to the College Council. The Council reviewed the KCCD Reserve & Liability Analysis of Unrestricted Funded and Unfunded Liabilities @ 6/30/2010.



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She reported that the Finance Committee consisted of 3 trustees, in addition to Sean James and Tom Burke. The faculty believes that that KCCD has the highest level of reserve in state of California. Serious discussion is about discounting allocation based on the amount over the required 5% of the district reserves. At the meeting there was discussion about moving over \$12M funds into to a separate account to insure the Certificates of Participation (proposing to pay off debt) when they become due. The COPs are financial resources to manage cash flow, a process conducted by many districts. This would reduce the reserves by moving fund to another account.

### VIII. Future Meeting Dates

a) Next Meeting: February 17, 2010

b) Schedule

~~June 17, 2010 (2:00-4:00 PM)~~

~~July 13, 2010 10-12 Set up CC Confer-~~

~~August 19, 2010 (Workshop)~~

~~September 2, 2010 (2:00-4:00 PM)~~

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April 7, 2011 (2:00 – 4:00 PM)

May 5, 2011 (2:00 – 4:00 PM)

May 17, 2011 (2:00 – 4:00 PM)

*Not Mandatory*

### IX. Future Agenda Items and Review of Action Items of Current Meeting

### X. Adjournment

The meeting adjourned at 4:05 PM



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# SAFETY COMMITTEE

## Meeting Minutes

<b>Subject</b>	<b>CAMPUS SAFETY</b>	<b>Date</b>	<b>2/3/2011</b>
<b>Facilitator</b>	John Daly	<b>Time</b>	4:00pm
<b>Location</b>	Room 604	<b>Scribe</b>	Crystal Leffler
<b>Attendees</b>	John Daly, Matt Crow, Steve Busby, Penny Talley, Annette Hodgins, via ITV, Inge Olsen		

### Key Points Discussed

No.	Topic	Highlights
1.	Safety Report - Clery Act Compliance	Review Draft Copy – correction in progress
2.	Evacuation Striker Baskets	Certify & Train all staff on procedures
3.	First Aid Kits	Change Out Kits Replace Latex Gloves w/non allergic
4.	First Aid Kit Upkeep	Assign to work stations w/responsibility of keeping supplied
5.	Face book	Liability Issues
6.	East Wing Evacuation Maps	Approved for Printing
7.	Lift Chair	ADA – Check on size – Evacuation Liability Issues
8.	Safety Supply Money	Make a list and get approvals for needed campus supplies
9.	Bomb Threat – Accepted Practices	Concerns because of heavy use of cell phones
10.	Person(s) to attend EOC Meetings	Held 1st Thursday of each month 11:30 – 12:30
11.	Tent vs. Canopy	Get estimated costs on 10 x 20 triage tent
12.	Unplanned Protest Drill	Define Objective, Involve student body/classes
13.	Emergency Action Plan	Corrections needed report to College Counsel

### Action Plan

No.	Action Item(s)	Owner	Target Date
1.	Purchasing of Audio Kits (Ear Buds for radios) & Base Station	John Daly	Ordered
2.	Check with Clint on how to obtain access to DURMO	John Daly	
3.	Check with Valerie on CAD program	Crystal Leffler	
4.	Check with Mike about KRV sled and training for all		
5.	Check with Tammy about the 10 Search Kits/Location of	Crystal Leffler	
6.	Skills Lab Telephone/CC Alerts	John Daly	
7.	Set up evening fire drills for KRV/Bishop		
8.	KNL - ADA + Current Codes for lock down	John Daly	2/17/11
9.	Jill - possible night drills	John Daly	
10.	Kim Kelley – student for committee	John Daly	In Progress
11.	Sheriff Dept – Crisis Training	Steve Busby	In Progress
12.	Jill/Rick – In House Training	John Daly	
13.	Confirm Date & Time for Solid Curtain Drill	John Daly	

### Safety Supplies Needed

\*\*Batteries for flash lights    \*\*\*First Aid Kits

DRAFT



## **College Council Meeting Agenda**

February 17, 2011

Time: 2:00 PM

Location: Administrative Conference Room 212

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feed back or input which has been requested by College Council*

**Meeting Facilitator:** Matt Crow, Academic Senate President  
Jill Board, College President

- I. Call to Order**
- II. Roll Call**
- III. Reading of Mission Statement**
- IV. Adding Action Items**
- V. Approval of Minutes from Last Meeting – (February 3, 2011)**
- VI. Closed Session**
- VII. Discussion Item/s**
  - a) [Description]
- VIII. Information Item/s**
  - a) [Description]
- IX. Standing Committee Reports**
  - a) Accreditation Steering
  - b) Budget Development
  - c) Facilities
  - d) Professional Development
  - e) Safety and Security
  - f) Technology Resource Team
- X. Future Meeting Dates**
  - a) Next Meeting: March 3, 2011



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b) Schedule

<del>June 17, 2010 (2:00-4:00 PM)</del>	<del>January 20, 2011 (2:00-4:00 PM)</del>
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<del>November 18, 2010 (2:00-4:00 PM)</del>	May 17, 2011 (2:00 – 4:00 PM)
<del>December 2, 2010 (2:00-4:00 PM)</del>	<i>Not Mandatory</i>

**XI. Future Agenda Items and Review of Action Items of Current Meeting**

**XII. Adjournment**



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## **College Council Meeting Minutes**

February 17, 2011

Location: Administrative Conference Room 212

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feed back or input which has been requested by College Council*

**Meeting Facilitator:** Matt Crow, Academic Senate President  
Jill Board, College President

- I. Call to Order** – The meeting was cancelled due to low attendance.
- II. Roll Call**
- III. Reading of Mission Statement**
- IV. Adding Action Items**
- V. Approval of Minutes from Last Meeting** – (February 3, 2011)
- VI. Closed Session**
- VII. Discussion Item/s**
  - a) College Website (Allison Whiting) – postponed until reschedule.
- VIII. Information Item/s**
  - a) [Description]
- IX. Standing Committee Reports**
  - a) Accreditation Steering
  - b) Budget Development
  - c) Facilities
  - d) Professional Development
  - e) Safety and Security
  - f) Technology Resource Team
- X. Future Meeting Dates**
  - a) Next Meeting: March 3, 2011
  - b) Schedule



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~~June 17, 2010 (2:00-4:00 PM)~~  
~~July 13, 2010 10-12 Set up CC Confer-~~  
~~August 19, 2010 (Workshop)~~  
~~September 2, 2010 (2:00-4:00 PM)~~  
~~September 16, 2010 (2:00-4:00 PM)~~  
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January 20, 2011 (2:00-4:00 PM)  
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April 7, 2011 (2:00 – 4:00 PM)  
May 5, 2011 (2:00 – 4:00 PM)  
May 17, 2011 (2:00 – 4:00 PM)  
*Not Mandatory*

## **XI. Future Agenda Items and Review of Action Items of Current Meeting**

## **XII. Adjournment**



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## **College Council Meeting Agenda**

March 3, 2011

2:00 PM

Location: LRC Room 604

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feed back or input which has been requested by College Council*

**Meeting Facilitator:** Jill Board and Matt Crow

- I. Call to Order**
- II. Roll Call**
- III. Reading of Mission Statement**
- IV. Adding Action Items**
- V. Approval of Minutes from Last Meeting** – (February 17, 2011)
- VI. Closed Session**
- VII. Discussion Item/s**
  - a) Dialog: What Constitutes Scheduled Maintenance?
- VIII. Information Item/s**
  - a) Budget Presentation (Tom Burke)
  - b) Facilities Update (John Daly)
- IX. Standing Committee Reports**
  - a) Accreditation Steering
  - b) Budget Development
  - c) Facilities
  - d) Professional Development
  - e) Safety and Security
  - f) Technology Resource Team
- X. Future Meeting Dates**
  - a) Next Meeting : March 17, 2011
  - b) Schedule



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~~June 17, 2010 (2:00-4:00 PM)~~  
~~July 13, 2010 10-12 Set up CC Confer-~~  
~~August 19, 2010 (Workshop)~~  
~~September 2, 2010 (2:00-4:00 PM)~~  
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April 7, 2011 (2:00 – 4:00 PM)  
May 5, 2011 (2:00 – 4:00 PM)  
May 17, 2011 (2:00 – 4:00 PM)  
*Not Mandatory*

## **XI. Future Agenda Items and Review of Action Items of Current Meeting**

## **XII. Adjournment**



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## **College Council Meeting Minutes**

March 3, 2011

Location: LRC Room 604

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feed back or input which has been requested by College Council*

**Meeting Facilitator:** Jill Board and Matt Crow

### **I. Call to Order: 2:01 PM**

### **II. Roll Call**

**Present:** Crystal Freeman (student), Jill Board, Natalie Dorrell, John Daly, Rick Post, Heather Ostash, Kathy Salisbury, Pam Godfrey, Matt Crow, Deanna Campbell, Cheryl Gates,

**Guest:** Tom Burke, CFO, KCCCD, Penny Talley, Linda Lacher, Laura Vasquez, Mary O'Neal, Dave Cornell, Mike Barrett, Gale Lebsock, Julie Cornett, Diana Smith (CDC)

**Absent:**

### **III. Reading of Mission Statement**

### **IV. Adding Action Items**

### **V. Approval of Minutes from Last Meeting – (February 17, 2011)**

### **VI. Closed Session**

### **VII. Discussion Item/s**

#### **a) Dialog: What Constitutes Scheduled Maintenance?**

Defer discussion due to meeting today, Gale, John, Jill met with Daniel Reed, Tom Burke, Gary Read, getting full understanding of bond money, what constitutes bond money, capital outlay, and reviewing projects to identify appropriate funding sources. The project list will be sent to the Facilities Group to make prioritized project recommendations, those recommendations will be



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brought back to College Council for recommendations, then to the President. We need to see everything on the list and have input to it, for the purpose of what we have and where we are going, and get coordinated with dates of Facilities Group.

***Action Item:** John Daly – will get the Facilities Committee to review the scheduled maintenance list for their recommendations for prioritization, and report back to College Council, with College Council making recommendations for scheduled maintenance.*

## **VIII. Information Item/s**

### a) **Budget Presentation** (Tom Burke)

**Community College Funding Process** –beginning with community colleges’ funding process focusing on unrestricted allocation model, than a brief status of the state’s budget.

**Unrestricted Allocation Model** – starts with Allocation of funds from State based on Adopted Budget. State Allocation funds derived by base funding –start with colleges and centers, State Adopted COLA, and state adopted funded growth limited to cap on growth. This is primarily a FTES driven model.

**Primary Premises – State Allocation Model** – includes equalized FTES funding (same funding per FTES for all Districts), and expanded non credit FTES funding, which enhanced non-credit FTES recognizing higher cost of these programs. It also includes a mechanism for allocating revenues declines - first year of FTES decline no loss in allocation, subsequent two years to recover FTES and have priority restoration funding; and computational deficit for overall revenue changes reductions equally among Districts, and property tax shortfalls.

**District Allocation Model** – similar to State Model – allocates all unrestricted revenues to Colleges except locally generated fees, etc. which stay at the Colleges where they are generated. Allocate all unrestricted revenues to Colleges except locally generated fees, etc. which stay at the colleges where they are generated. Allocates growth a year in arrears to ensure funding attainment prior to allocation on actual basis. This is a built-in safeguard to avoid budgeting revenues that have not been generated. It also incorporates charge back mechanism for District operational costs. It incorporates a mechanism for funding District-wide initiatives (envisioning education success project), incorporates a mechanism for dealing with declines in revenue internal and state generated. Incorporates a mechanism for Board of Trustees to manage funding District-wide reserves.

**Impact of Proposed 2011-2012 California Budget on KCCD** - \$400 million (-6.39%) reduction in unrestricted apportionment **\$7.1 million funding reduction to KCCD.**



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\$110 million in apportionment offset funding with a workload reduction of **\$1.9 million in apportionment to offset funding to KCCD.**

\$10 increase in student enrollment fees (from \$26 per unit to \$36 per unit) generates additional \$110 million to finance growth funding

No reduction or restoration to Categorical Program funding  
Apportionment deferral of \$129 million ---- **\$2.3 million Cash Flow impact to KCCD.**

Total impact to KCCD:        - **\$5,160,000 net apportionment**  
   - **2,514 Full-time Equivalent students**

### **KCCD 2010-2011 Adopted Budget Unrestricted Fund Allocation Presentation with 3 budget scenarios.**

#### **3 Budget Scenarios Proposals for KCCD General Funds – Unrestricted Projections**

1. \$400 million Reduction Temporary Taxes Extended Presentation and discussion
2. Tax Package Fails and Prop 98 is Funded at Minimum
3. Tax Package Fails and Prop 98 is Suspended

**KCCD General Fund – Unrestricted Projections – General Assumptions** which included revenue, expenditures, and other outgo & transfers.

**Capital Outlay** – all colleges have extended construction lists some are unfunded

Jill shared that for the purposes of discussion is the process of some of these scenarios, we need to be efficient, so what can we do to be more efficient? If we are looking at this, we are utilizing our reserves, until 2014. Tom shared that if scenario 3 comes to pass the district will be seriously stressed, but we have time to make a plan. Jill commented we need to think as a college how to increase external funding to be able to stay solvent and educate our students. Jill shared that she would hope that all of our constituency groups are sharing with the state how many of our people in this state of California need an education.

**Facilities Update** (John Daly) – provided a current updates to the facilities remodel projects.

## **VIII. Future Meeting Dates**



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a) Next Meeting : March 17, 2011

b) Schedule

~~June 17, 2010 (2:00-4:00 PM)~~

~~July 13, 2010 10-12 Set up CC Confer~~

~~August 19, 2010 (Workshop)~~

~~September 2, 2010 (2:00-4:00 PM)~~

~~September 16, 2010 (2:00-4:00 PM)~~

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March 17, 2011 (2:00-4:00 PM)

April 7, 2011 (2:00 – 4:00 PM)

May 5, 2011 (2:00 – 4:00 PM)

May 17, 2011 (2:00 – 4:00 PM)

*Not Mandatory*

## IX. Future Agenda Items and Review of Action Items of Current Meeting

**Catalog cycle** – Matt Crow asked for the Academic Senate Executive Committee whether Cerro Coso is going to have a one year or two year catalog cycle. We need to establish a wealth timeline.

## X. Adjournment

The meeting adjourned at 3:46 PM.



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## **College Council Meeting Agenda**

Date: Thursday, March 17, 2011

Time: 2:00 PM

Location: Administrative Conference Room

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feed back or input which has been requested by College Council*

**Meeting Facilitator:** Jill Board and Matt Crow

### **I. Call to Order**

### **II. Roll Call**

### **III. Reading of Mission Statement**

### **IV. Adding Action Items**

### **V. Closed Session**

### **VI. Discussion Issues**

- a) SRID Priorities
- b) Calendar Rest of the Semester

### **VIII. Information Issues**

- a) Update from Sacramento (Jill)
- b) Report from the Academic Senate

### **IX. Standing Committee Reports**

- a) Accreditation Steering
- b) Budget Development (Gale)
- c) Facilities (John)
- d) Professional Development
- e) Safety and Security
- f) Technology Resource Team

### **X. Future Meeting Dates**

- a) Next Meeting
- b) Schedule

~~June 17, 2010 (2:00-4:00 PM)~~

~~January 20, 2011 (2:00-4:00 PM)~~

~~July 13, 2010 — 10-12 Set up CC Confer~~

~~February 3, 2011 (2:00-4:00 PM)~~



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<del>August 19, 2010 (Workshop) —</del>	<del>February 17, 2011 (2:00-4:00 PM)</del>
<del>September 2, 2010 (2:00-4:00 PM) —</del>	<del>March 3, 2011 (2:00-4:00 PM)</del>
<del>September 16, 2010 (2:00-4:00 PM) —</del>	March 17, 2011 (2:00-4:00 PM)
<del>October 7, 2010</del>	April 7, 2011 (2:00 – 4:00 PM)
<del>October 21, 2010</del>	May 5, 2011 (2:00 – 4:00 PM)
<del>November 18, 2010 (2:00-4:00 PM) —</del>	May 17, 2011 (2:00 – 4:00 PM)
<del>December 2, 2010 (2:00-4:00 PM)</del>	<i>Not Mandatory</i>

## **XI. Future Agenda Items and Review of Action Items of Current Meeting**

## **XII. Adjournment**



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## **College Council Meeting Minutes**

Date: Thursday, March 17, 2011

Time: 2:00 PM

Location: Administrative Conference Room

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feed back or input which has been requested by College Council*

**Meeting Facilitator:** Jill Board and Matt Crow

### **I. Call to Order: 2:06 AM**

### **II. Roll Call**

**Present:** Jill Board, Mary O'Neal for Laura Vasquez, Pam Godfrey, John Daly, Matt Crow, Shelley Crabtree, Gale Lebsock, Cheryl Gates, Claudia Sellers, Kathy Salisbury, Heather Ostash

**Absent:** Natalie Dorrell, Rick Post, Kim Kelly Schwartz, Chrystal Freeman (student)

### **III. Discussion Issues**

- a) **SRID Priorities** – (formerly Measure G Bond funds) list. A list was distributed to the attending College Council members what was initially on the Measure G Bond list. The Facilities Committee is taking the list out to constituent groups for input and then a draft of the enhanced list will be prioritized and presented to College Council for consideration. College Council will make the final recommendation list to the President.
- b) **Action of GAFCON Study** – Gafcon is a consultant group who is completing a review of the District-wide organization structure related to facilities construction. A completed study is expected to be shared mid April. The purpose of the study is to recommend staffing structure and provide recommendations policy/procedures pertaining to that will be followed.
- c) **Governance Processes** (Jill) – a copy of the Community College Communications about Governance Processes was distributed to the College Council for review. The article identified that there is a lack of understanding about the governance processes though out the college community.
- d) **Calendar for the Rest of the Semester** was reviewed.

### **VIII. Information Issues**

- a) **Update from Sacramento** (Jill/Heather) – Heather reported that no decision on the budget has been made in Sacramento, yet. The work is ongoing.
- b) **Meeting Calendar** – (Jill) The College Council needs to reschedule the May 5, 2011 meeting due to the KCCD Board of Trustees visit to the IWV campus. A tentative date, May 12, 2011, was identified to conduct the college council meeting.
- c) **CCCC Staffing Plan** (Jill) – Jill shared the updated plan for Cerro Coso Community College Staff.
- Dean of Student & Counseling Services
  - One-Year Temporary Management Position – Student Athletics and Activities for Kimberlee Kelly Schwartz with retreat rights
  - Restoration funds will be used for what the community intended.
  - We are pleased with Billy Montgomery as baseball coach he is a sharp young man.
  - Classified moving forward with positions, website coordinator.
  - Going online with Luminis
  - Financial Aid Tech – moving forward; impacting more students
  - Site Operations Coordinator
  - LRC positions on whole – Julie identified a plan that would work with reorganization
  - Educational Advisor positions – not comfortable moving ahead with these positions yet.
  - 3 incremental new faculty positions approved by district
- d) **Report from the Academic Senate** – (Matt Crow)
- On February 24, 2011, Academic Senate passed a resolution to hire 9 incremental positions, Faculty Hiring resolution (vote): An Academic Senate Resolution Regarding Hiring.
- *Whereas, during the last five years Cerro Coso College has experienced a decline in the number of full-time faculty, and*
- *Whereas, current hiring plans will still result in no net gain in full-time faculty numbers or appreciable progress towards the state mandated 75/25 goal, a goal that Cerro Coso College as a college lags seriously behind the other two colleges in the Kern Community College District, and*
- *Whereas, the Kern Community College District as a whole faces a serious shortage in number of faculty should the Faculty Obligation Number be unfrozen by the Board of Governors,*  
*Therefore Be It resolved that the Academic Senate recommends the hiring of nine new faculty for 2011-12.*



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- Shared resolution from pedagogical position how to train online faculty (should review online training @One)
  - *Pedagogy and Technology Committee recommendation (vote): The Pedagogy and Technology Standing Committee of the Academic Senate recognizes, that teaching in a distance education environment requires additional training specific to the environment used. To this end the committee recommends that the College requires all instructors to successfully complete training prior to assignment in a distance education environment.*
  - *For online and hybrid courses, the committee recommends that potential instructors complete training courses in online teaching and learning and teaching within the Moodle course management system. This requirement can be met by successfully completing the courses at Cerro Coso, @One, or an equivalent institution and should be verified by the appropriate Department Chair prior to course assignment.*
  - *Due to recent changes that have affected offering the required courses at Cerro Coso and to meet the immediate needs of previously identified potential Cerro Coso instructors caught in the changes, the committee recommends that the College arranges to pay for those instructor's enrollment and completion of @One's Introduction to Online Teaching and Learning and Introduction to Teaching with Moodle courses for possible teaching assignments in the Summer and Fall of 2011.*
  - *The committee also recommends that the College devote additional time, energy, and resources to provide ongoing support and training for faculty teaching in distance education environments.*
- Does the Vice President of Academic Affairs Screening Committee have a plan for candidate forums as in the past?

*Action Item: Heather will work with Jill on scheduling forums for the Vice President of Academic Affairs candidates.*

- Moving into timeline for faculty chair elections
- IWV commencement speakers, and 3 KRV speakers because KRV had strong speaker candidates.
- Jon Tittle was selected as faculty marshal for commencement.
- Endorsed Lisa Fuller as Program Review Coordinator.
- Elected Executive Council for next year.

## IX. Standing Committee Reports

- a) **Budget Development** (Gale) - Gale reported that we received a tentative allocation to begin our budget development planning for 2011-2012 year. Only a reduction of \$760,000, but the \$16M included using reserve contribution so we budgeted in excess of that. Last week we received an additional allocation of \$1M, with a \$1.8 in reduction in revenue, based on worst case scenario. We are looking at a \$2.5 M reduction for next year. The Executive Budget Committee is meeting with areas to discuss.



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- b) **Facilities** (John) – The Facilities Committee met March 16, 2011, to review the scheduled maintenance project list. The Committee will identify projects not currently listed that need to be added and prioritize and make recommendations to the College Council. Council representatives will then make the final recommendations to the President.

*Action Item: The Facilities Committee is tasked to develop a water conservation plan.*

- c) Professional Development – no report
- d) Safety and Security – no report
- e) Technology Resource Team – no report

#### **X. Future Meeting Dates**

- a) Next Meeting – April 7, 2011

- b) Schedule

~~June 17, 2010 (2:00-4:00 PM)~~

~~July 13, 2010 — 10-12 Set up CC Confer~~

~~August 19, 2010 (Workshop) —~~

~~September 2, 2010 (2:00-4:00 PM) —~~

~~September 16, 2010 (2:00-4:00 PM) —~~

~~October 7, 2010~~

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~~February 3, 2011 (2:00-4:00 PM)~~

~~February 17, 2011 (2:00-4:00 PM)~~

~~March 3, 2011 (2:00-4:00 PM)~~

March 17, 2011 (2:00-4:00 PM)

April 28, 2011 (2:00 – 4:00 PM)

~~May 5, 2011 (2:00 – 4:00 PM)~~

May 12, 2011 – rescheduled 3/17/11

May 17, 2011 (2:00 – 4:00 PM)

*Not Mandatory*

#### **XI. Future Agenda Items and Review of Action Items of Current Meeting**

#### **XII. Adjournment**

The meeting adjourned at 4:00 PM.



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## **College Council Meeting Agenda**

Date: April 28, 2011

Time: 2:00 PM

Location: Admin Conf Room 212

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feed back or input which has been requested by College Council*

**Meeting Facilitator:**

- I. Call to Order**
- II. Roll Call**
- III. Reading of Mission Statement**
- IV. Adding Action Items**
- V. Approval of Minutes from Last Meeting – (Date)**
- VI. Closed Session**
- VII. Discussion Item/s**
  - a) District Strategic Plan
  - b) Institutional Effective Committee
  - c) Distance Education Task Force Recommendations
  - d) District Consultation Council Items
- VIII. Information Item/s**
  - a) College-wide Success Plan
- IX. Standing Committee Reports**
  - a) Accreditation Steering (Vice President, Academic Affairs)
  - b) Budget Development – Report Recommendations (Gale Lebsock/Mary O’Neal)
  - c) Facilities – SRID Prioritization Recommendations (M&O Manager)
  - d) Professional Development (President)
  - e) Safety and Security (M&O Manager)
  - f) Technology Resource Team (IT Manager)



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## X. Future Meeting Dates

a) **Next Meeting** – May 12, 2011 (if needed)

### b) **Schedule 2011 – 2012**

**Thursdays** – How often do you want to meet? 1 or 2 times a month

August 4, 2011

August 11, 2011 – *KCCD Board of Trustees Meeting*

August 18, 2011 – Flex Day

August 25, 2011

September 1, 2011

September 8, 2011 – *KCCD Board of Trustees Meeting*

September 15, 2011- *BRAC Ribbon Cutting Ceremony NAWS*

September 22, 2011

September 29, 2011

October 6, 2011

October 13, 2011 – *KCCD Board of Trustees Meeting@ Porterville College*

October 20, 2011

October 27, 2011

November 3, 2011

November 10, 2011 – *KCCD Board of Trustees Meeting*

November 17, 2011

November 24, 2011 – **Thanksgiving Holiday – COLLEGE CLOSED**

December 1, 2011

December 8, 2011

December 15, 2011- *KCCD Board of Trustees Meeting*

December 22, 2011 – Winter Recess

December 29, 2011 – Winter Recess

January 5, 2012

January 12, 2012 - *KCCD Board of Trustees Meeting*

January 19, 2012

January 26, 2012

February 2, 2012

February 9, 2012 - *KCCD Board of Trustees Meeting*

February 16, 2012

February 23, 2012

March 1, 2012

March 8, 2012 - *KCCD Board of Trustees Meeting*

March 15, 2012

March 22, 2012 - Spring Recess

March 29, 2012

April 5, 2012

April 12, 2012 - *KCCD Board of Trustees Meeting@ Bakersfield College*

April 19, 2012



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April 26, 2012

May 3, 2012 -

May 10, 2012

May 17, 2012

May 24, 2012

May 31, 2012

June 7, 2012

June 14, 2012 -

June 21, 2012

June 28, 2012

*KCCCD Board of Trustees Meeting@ Cerro Coso*

*KCCCD Board of Trustees Meeting*

**XI. Future Agenda Items and Review of Action Items of Current Meeting**

**XII. Adjournment**



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## **College Council Meeting Minutes April 28, 2011**

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feed back or input which has been requested by College Council*

**Meeting Facilitator:** Jill Board and Matt Crow

**I. Call to Order: 2:17 PM**

**II. Roll Call**

**Present:** Shelley Crabtree, Kathy Salisbury, Pam Godfrey, Claudia Sellers, Erie Johnson, Deanna Campbell, Heather Ostash, Matt Crow, Jill Board, Laura Vasquez, John Daly, Rick Post

**Guest:** Matt Hightower

**Absent:** Chrystal Freeman, Natalie Dorrell, Cheryl Gates,

**III. Adding Action Items**

**IV. Approval of Minutes from Last Meeting – (March 17, 2011) –** the March 17, 2011 meeting minutes were accepted with corrections.

**V. Closed Session – no closed session**

**VI. Discussion Item/s**

- a) **District Strategic Plan** (Jill) – a draft of the District Strategic Plan was distributed via email attachment for review and feedback. Jill shared the potential changes.

**Action Item:** College Council members were asked to submit any additional feedback to Jill will share it with the district.

- b) **Institutional Effective Committee** – In our College Council structure, there is an Accreditation Steering Committee. An Institutional Effectiveness Committee, is



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being proposed to replace it. A draft of the proposed committee, which included the charge, purpose, and committee makeup, was distributed for review and feedback. The Research Analyst was added to the committee to provide better data to the process.

***Action Item:** The College Council representatives will discuss the Institutional Effectiveness Committee with constituent groups and report back at May 17, 2011 meeting.*

***Action Item:** Matt Crow will distribute via email the draft of the Institutional Effectiveness Committee.*

- c) **Distance Education Task Force Recommendations (1)** – Matt Hightower & Heather Ostash – reported the recommendations of the Distance Education Task Force. A report containing Distance Education recommendations was distributed for review and feedback. Recommendations will be forwarded to other constituent groups for processing.

Matt Crow reported the Academic Senate's recommendations for feedback. Matt Crow shared Academic Senate's concerns about positions, with a lack of consensus for the dean's position. One thing is clear is that we need supervision in distance education. It was identified that we really want someone to assist in online education to help us with CC Online and getting us up to date with technology. Jill reported that what is currently built into staffing plan, is somewhere in between manager and a dean? It needs to be a year around position. Enough funds were budgeted to cover both positions, not budgeted. Next year we are going forward with a temporary administrative structure which will be assessed for effectiveness. The person in that position needs to have a strong distance education background.

The draft of the Distance Education Task Force Institutional Commitment to Distance Education was reviewed. Identified was total need to increase the standards of online classes. Doing the same mode of delivery and class content as on site classes. Discussion ensued about the mode of delivery, content, and lack of effective contact online. We need to promote those kinds of conversations and to evaluate the process.

A question and answer period followed the review. Any questions for the committee Jill will take recommendations under consideration, and once the leadership is hired, the recommendations will be considered. Training for faculty needs to be the first step, specifically providing assistance to new faculty and existing faculty who need training. It was identified that Moodle training is needed for faculty and staff. We are using Moodle as an institutional effectiveness tool.



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- d) District Consultation Council Items - postponed

**VIII. Information Item/s**

- a) College-wide Success Plan – Postponed.

**IX. Standing Committee Reports**

- a) **Accreditation Steering** (Vice President, Academic Affairs) – postponed.
- b) **Budget Development – Report Recommendations** (Gale Lebsock) A copy of the 2011-2012 Budget Development Summary of Activities and the 2011-2012 Estimates March 17, 2011 compared with April 26, 2011, and a copy of the tentative budget were distributed for review and discussion.

Gale did some 6, 10, 15% of *workload reductions summaries* and distributed a copy showing potential savings.

Jill recommended there needs to be a college-wide discussion of what professional development is and how it is used.

Gale reviewed:

- looking at a \$1.8 million deficit
- hiring 5 full time faculty
- hiring classified Information Technology and Financial Aid positions
- Distance Education position – it was reported that this position, whatever the title, will open up as a one-year temporary position to provide time to focus primarily on Distance Education and to evaluate our need for the dean’s position, giving us time to see what we need.
- Dean of Students and Counseling Services- this position will be a temporary position, as well, affecting the denominator cost for one year only
- The Athletics Plan is moving forward in the direction of what Cerro Coso needs

The Staffing Plan is a plan now. We need to stop to see where we are financially. One additional Site Plant Coordinator for IWV was added. This is the first review by College Council.

***Action Item:** Council will review and get back feedback from constituent groups for the May 17, 2011 meeting.*

- c) **Facilities** – SRID Prioritization Recommendations (M&O Manager – John Daly)
- d) **Professional Development** (President- Jill Board) - Postponed
- e) **Safety and Security** (M&O Manager- John Daly) - Postponed



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- f) **Technology Resource Team** ( IT Manager – Mike Campbell) – if needed

**X. Future Meeting Dates**

- a) **Next Meeting** – May 17, 2011 – rescheduled from May 12, 2011

**b) Schedule 2011 – 2012**

**Thursdays** – How often do you want to meet? 1 or 2 times a month

August 4, 2011

August 11, 2011 – *KCCD Board of Trustees Meeting*

August 18, 2011 – Flex Day

August 25, 2011

September 1, 2011

September 8, 2011 – *KCCD Board of Trustees Meeting*

September 15, 2011- *BRAC Ribbon Cutting Ceremony NAWs*

September 22, 2011

September 29, 2011

October 6, 2011

October 13, 2011 – *KCCD Board of Trustees Meeting@ Porterville College*

October 20, 2011

October 27, 2011

November 3, 2011

November 10, 2011 – *KCCD Board of Trustees Meeting*

November 17, 2011

November 24, 2011 – **Thanksgiving Holiday – COLLEGE CLOSED**

December 1, 2011

December 8, 2011

December 15, 2011- *KCCD Board of Trustees Meeting*

December 22, 2011 – Winter Recess

December 29, 2011 – Winter Recess

January 5, 2012

January 12, 2012 - *KCCD Board of Trustees Meeting*

January 19, 2012

January 26, 2012

February 2, 2012

February 9, 2012 - *KCCD Board of Trustees Meeting*

February 16, 2012

February 23, 2012

March 1, 2012

March 8, 2012 - *KCCD Board of Trustees Meeting*

March 15, 2012

March 22, 2012 - Spring Recess

March 29, 2012

April 5, 2012

April 12, 2012 - *KCCD Board of Trustees Meeting@ Bakersfield College*

April 19, 2012

April 26, 2012



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May 3, 2012 - *KCCD Board of Trustees Meeting@ Cerro Coso*  
May 10, 2012  
May 17, 2012  
May 24, 2012  
May 31, 2012  
June 7, 2012  
June 14, 2012 - *KCCD Board of Trustees Meeting*  
June 21, 2012  
June 28, 2012

**XI. Future Agenda Items and Review of Action Items of Current Meeting**

**XII. Adjournment**

**The meeting adjourned at 4:12 pm.**



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## **College Council Meeting Agenda**

May 17, 2011

Time: 2:00 PM

Location: Administrative Conference Room 212

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feed back or input which has been requested by College Council*

**Meeting Facilitator:**

- I. Call to Order**
- II. Roll Call**
- III. Reading of Mission Statement**
- IV. Adding Action Items**
- V. Approval of Minutes from Last Meeting – (April 28, 2011)**
- VI. Closed Session**
- VII. Discussion Item/s**
  - a) Revisions to the Participatory Governance Handbook
    - Institutional Effectiveness Committee Feedback
  - b) May Revise and Effect on Community College Budgets
  - c) District-wide Strategic Plan Feedback
- VIII. Information Item/s**
  - a) Program Review
    - CIS
    - Web Design
- IX. Standing Committee Reports**
  - a) Accreditation Steering
  - b) Budget Development
  - c) Facilities
  - d) Professional Development
  - e) Safety and Security



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f) Technology Resource Team

## X. Future Meeting Dates

a) Next Meeting

b) **Schedule 2011 – 2012**

**Thursdays** – How often do you want to meet? 1 or 2 times a month

August 4, 2011

August 11, 2011 – *KCCD Board of Trustees Meeting*

August 18, 2011 – Flex Day

August 25, 2011

September 1, 2011

September 8, 2011 – *KCCD Board of Trustees Meeting*

September 15, 2011- *BRAC Ribbon Cutting Ceremony NAWS*

September 22, 2011

September 29, 2011

October 6, 2011

October 13, 2011 – *KCCD Board of Trustees Meeting@ Porterville College*

October 20, 2011

October 27, 2011

November 3, 2011

November 10, 2011 – *KCCD Board of Trustees Meeting*

November 17, 2011

November 24, 2011 – **Thanksgiving Holiday – COLLEGE CLOSED**

December 1, 2011

December 8, 2011

December 15, 2011- *KCCD Board of Trustees Meeting*

December 22, 2011 – Winter Recess

December 29, 2011 – Winter Recess

January 5, 2012

January 12, 2012 - *KCCD Board of Trustees Meeting*

January 19, 2012

January 26, 2012

February 2, 2012

February 9, 2012 - *KCCD Board of Trustees Meeting*

February 16, 2012

February 23, 2012

March 1, 2012

March 8, 2012 - *KCCD Board of Trustees Meeting*

March 15, 2012

March 22, 2012 - Spring Recess

March 29, 2012

April 5, 2012



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April 12, 2012 -

April 19, 2012

April 26, 2012

May 3, 2012 -

May 10, 2012

May 17, 2012

May 24, 2012

May 31, 2012

June 7, 2012

June 14, 2012 -

June 21, 2012

June 28, 2012

*KCCD Board of Trustees Meeting@ Bakersfield College*

*KCCD Board of Trustees Meeting@ Cerro Coso*

*KCCD Board of Trustees Meeting*

**XI. Future Agenda Items and Review of Action Items of Current Meeting**

**XII. Adjournment**



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## **College Council Meeting Minutes**

May 17, 2011

Time: 2:00 PM

Location: Administrative Conference Room 212

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feed back or input which has been requested by College Council*

**Meeting Facilitator:** Jill Board and Matt Crow

### **I. Call to Order: 2:05 PM**

### **II. Roll Call**

**Present:** Jill Board, Kimberlee Kelly-Schwartz, Rick Post, Matt Crow, Pamela Godfrey, Chrystal Freeman, Kathy Salisbury, Claudia Sellers, Deanna Campbell, Erie Johnson, John Daly

**Absent:** Laura Vasquez, Shelley Crabtree

**Guest:** Karen O'Connor, Mary O'Neal

### **III. Reading of Mission Statement**

### **IV. Adding Action Items**

**V. Agenda Items** – no additional items added to the agenda

**VI. Approval of Minutes from Last Meeting** – (April 28, 2011) – It was the consensus of the College Council to accepted the April 28, 2011 meeting minutes with corrections.

**VII. Closed Session** - none

### **VIII. Discussion Item/s**

#### **a) Revisions to the Participatory Governance Handbook**

- Institutional Effectiveness Committee Feedback (Jill) –received feedback from the Institutional Researcher Analyst, Tina Tuttle, and discussed her being on this committee. The Council reviewed the Institutional



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Effectiveness Committee draft for the second time with the College Council making additional revisions. The Institutional Effectiveness (IE) Committee will review outcomes and identifying what is viable, such as Program Review and Accreditation Steering, and the like. The process Program Review would follow is that once developed, Program Review would go to CIC, the Academic Senate, and then to the IE Committee. If issues arise, and the (IE) Committee rejects it, then the document/s go back to CIC for corrections. Once the corrections are made it is returned to IE. Discussion ensued about Program Review. Identifying that Program Review's charge is providing the oversight of the implementation and review of the assessment processes for sustainable quality improvement.

The College Council co-chair, Matt Crow, asked if the College Council is comfortable with the changes to the IE Committee structure, and it is the consensus of the College Council to replace the College Council Standing Committee, Accreditation Committee. The College Council decided to take the request into consideration, make recommendations, to be presented at the mid-August meeting for finalization.

***Action Item:** Jill will take IE Committee draft and incorporate changes into IE Committee charge, purpose, and committee membership to be presented at the mid August College Council meeting for finalization.*

- b) **May Revise and Effect on Community College Budgets** (Jill) shared her concerns about the Governor's May Revise. We will see a \$10 a unit fee change, increasing to \$36.00 per unit. The best case is a 6% reduction. Cerro Coso will accept the recommended budget from the Budget Development Committee.

**District-wide Strategic Plan Feedback** (Jill) –reported that she has received no additional feedback and reported that to the Chancellor. The topic has been placed the topic on hold, to be discussed at the Chancellor's Cabinet Retreat May 26-27, 2011.

## VIII. Information Item/s

- a) Program Review

**CIS** (Karen O'Connor) reporting that the CIS Program Review has had two readings with the Academic Senate and CIC.

*It is the consensus of the College Council to accept the CIS Program Review.*



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- **Web Design** – (Matt Crow) – Matt reported the Web Design Program Review has had two readings at Academic Senate.

-  
*It is the consensus of the College Council to accept the Web Design Program Review.*

## IX. Standing Committee Reports

- a) Accreditation Steering – no report

## X. Future Meeting Dates

- a) Next Meeting

- b) Schedule 2011 – 2012**

**Thursdays** – Jill asked the question, how often do you want to meet, once or twice a month, and are the meetings effective? Discussion ensued about the College Council meeting schedule. As a result of the discussion, it was the consensus of the College Council that the members would like both co chairs present at the meetings and ask if Jill would review the list of potential meetings to identify when she is on campus. In addition it was the consensus of the College Council to meet once a month, for a longer period of time. Instead of 2-4 PM, 2-5:00 PM.

### 2011-2012 Tentative Meeting Schedule

August 4, 2011

August 11, 2011 – *KCCCD Board of Trustees Meeting*

August 18, 2011 – Flex Day

August 25, 2011

September 1, 2011

September 8, 2011 – *KCCCD Board of Trustees Meeting*

September 15, 2011- *BRAC Ribbon Cutting Ceremony NAWS*

September 22, 2011

September 29, 2011

October 6, 2011

October 13, 2011 – *KCCCD Board of Trustees Meeting@ Porterville College*

October 20, 2011

October 27, 2011

November 3, 2011

November 10, 2011 – *KCCCD Board of Trustees Meeting*

November 17, 2011

November 24, 2011 – **Thanksgiving Holiday – COLLEGE CLOSED**

December 1, 2011

December 8, 2011

December 15, 2011- *KCCCD Board of Trustees Meeting*

December 22, 2011 – Winter Recess



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December 29, 2011 – Winter Recess

January 5, 2012

January 12, 2012 - *KCCD Board of Trustees Meeting*

January 19, 2012

January 26, 2012

February 2, 2012

February 9, 2012 - *KCCD Board of Trustees Meeting*

February 16, 2012

February 23, 2012

March 1, 2012

March 8, 2012 - *KCCD Board of Trustees Meeting*

March 15, 2012

March 22, 2012 - Spring Recess

March 29, 2012

April 5, 2012

April 12, 2012 - *KCCD Board of Trustees Meeting@ Bakersfield College*

April 19, 2012

April 26, 2012

May 3, 2012 - *KCCD Board of Trustees Meeting@ Cerro Coso*

May 10, 2012

May 17, 2012

May 24, 2012

May 31, 2012

June 7, 2012

June 14, 2012 - *KCCD Board of Trustees Meeting*

June 21, 2012

June 28, 2012

***Action Item:** Jill Board will review the College Council meeting dates to identify 2011-2012 College Council meeting dates from the above list, and identify when she is on campus to co chair the meetings and report back to the College Council members the 2011-2012 schedule.*

#### **XI. Future Agenda Items and Review of Action Items of Current Meeting**

**XII. Open Forum** – Erie Johnson reported South Kern Focus Group scheduled for June 8, 2011.

#### **XIII. Adjournment**

The meeting adjourned at 4:08 PM.



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## Institutional Effectiveness Committee

### Charge:

The Institutional Effectiveness Committee (IEC) is charged with providing oversight to the planning and assessment processes for sustainable continuous quality improvement.

### Purpose:

The purpose of the Institutional Effectiveness Committee is to:

- Ensure the institution **achieves its** mission, goals and objectives
- Affirm the Academic Program Review (APR) process as the mechanism by which academic programs regularly assess their effectiveness
- Create a context to review and solidify the process by which service-areas document the use of assessment findings in decision-making.
- Define Curricunit as the College's assessment repository for systematic tracking and reporting.
- ~~Support~~ **Foster** the collaboration of faculty, staff and administration around assessment initiatives
- Establish systematic and thorough use of multiple qualitative and/ or quantitative measures which maximize the use of existing data and information
- Support periodic assessment ~~of~~ tying planning to resource allocation
- Provide an assessment review schedule
- Identify evaluative approaches that yield results ~~that are useful in~~ **to** institutional planning, resource allocation, and renewal
- Provide a structure by which the institutional outcomes will be periodically evaluated and updated.
  
- Institutionalize accreditation into a sustainable continuous process through providing input into **all** the accreditation ~~mid-term~~ reports

### Committee Membership

Vice President Academic Affairs – Co-Chair

Program Coordinator – Co-Chair

SLO Coordinator

CIC Chair

Vice President Student Services

Academic Senate President

Student Programs and Athletic Director

Vice President Academic Affairs Administrative Assistant – Recorder

# **Cerro Coso College Council**

## **Meeting Agenda**

August 25, 2011

2:00 PM

Administrative Conference Room 212

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feedback or input which has been requested by College Council*

**Meeting Facilitator:** Jill Board and Matthew Crow

- I. Call to Order**
- II. Roll Call**
- III. Reading of Mission Statement**
- IV. Adding Action Items**
- V. Approval of Minutes from Last Meeting – (Date)**
- VI. Closed Session**
- VII. Discussion Issues**
  - a) Posting Policy (Jill Board/Natalie Dorrell)
  - b) Strategic Plan Goals Revision for 2011-2012 (Jill Board)
  - c) Revising College Council Strategic Plan Process (Jill Board)
  - d) TRT – Call for Committee Members (Michael Campbell)
  - e) Professional Development Committee (Corey Marvin)
  - f) Institutional Effectiveness Committee (Heather Ostash/Corey Marvin)
- VIII. Information Issues**
  - a) Inside CC Groups (College Council) Presentation (Michael Campbell)
- IX. Standing Committee Reports**
  - a) Accreditation Steering (Corey Marvin)
  - b) Budget Development (Gale Lebsock)
  - c) Facilities (John Daly)
  - d) Professional Development – Corey Marvin
  - e) Safety and Security (John Daly)

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- f) Technology Resource Team – Michael Campbell
- g) Institutional Effectiveness (Corey Marvin)

**X. Future Meeting Dates**

- a) Next Meeting
- b) Schedule

**Thursdays**

2011-2012 Meeting Schedule

~~August 25, 2011~~

September 22, 2011

September 29, 2011

October 20, 2011

November 3, 2011

December 8, 2011

January 26, 2012

February 23, 2012

March 29, 2012

April 26, 2012

May 10, 2012

June 7, 2012

**XI. Future Agenda Items and Review of Action Items of Current Meeting**

**XII. Adjournment**



## **Cerro Coso College Council**

### **Meeting Minutes**

August 25, 2011

Administrative Conference Room 212

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feedback or input which has been requested by College Council*

**Meeting Facilitator:** Jill Board and Matthew Crow

**I. Call to Order:** 2:03 PM

**II. Roll Call**

**Present:** John Daly, Jill Board, Matthew Crow, Shelley Crabtree, Kathy Salisbury, Heather Ostash, Corey Marvin, Kim Kelly-Schwartz, Tammy Kinnan, Erie Johnson, Pamela Godfrey, Mary O'Neal, Deanna Campbell, Cheryl Gates, Crystal Freeman,

**Guests:** Suzie Ama, Michael Campbell, Gale Lebsock

**Review Membership of College Council:** postpone

**III. Reading of Mission Statement**

**IV. Adding Action Items**

**V. Approval of Minutes from Last Meeting – (May 17, 2011)**

**VI. Closed Session - None**

**VII. Discussion Issues**



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- a) **Strategic Plan Goals Revision for 2011-2012** (Jill Board) – The Strategic Plan Goals document was revised at the June 6, 2011 Administrative Cabinet Advance. This document is now being brought to College Council with those suggested changes for review.

**Revising College Council Strategic Plan Process** (Jill Board) – The College Mission needs to be revisited in reference to why we offer online education. Matt Crow & Jill Board are in the process of identifying a Strategic Planning Task Force to review the College Mission, Vision, and Strategic Goals. It was suggested to include the Institutional Researcher in membership, a student representative and/or a community member. Barbara Leiberman was recommended, as a community member, to serve on the task force.

*Action Item:* Jill will review her calendar to meet with staff, recommended by each of the constituent groups, interested in serving on the Strategic Plan Work Group. Names should be submitted by the September 22, 2011 College Council meeting.

- b) **Technology Resource Team (TRT) – Call for Committee Members** (Michael Campbell) distributed a draft copy of the TRT committee makeup and mission. Mr. Campbell made a request for committee membership. Names should be submitted to Michael Campbell for TRT committee by the September 22, 2011.

*Action Item:* Mike Campbell is in the process of forming a Technology Resource Team awaiting membership from classified, faculty, and student representation.

*Action Item:* Constituent Group Representatives will provide representative names to Michael Campbell interested in serving on the TRT.

Mike reviewed his plan for the TRT. In doing so, he announced that some of the questions the committee will be addressing are as follows: What are some of the questions one might ask? Should there be a committee to identify a hardware replacement plan? What guides the purchase of hardware and software?

- c) **Professional Development Committee** (Corey Marvin) – Dr. Marvin reported that the goal is to reconstitute an integral part of planning. The Professional Development Committee will need to review its mission, goals, and the general charge. All sites need to develop a plan of activities for next year's professional development.



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The Professional Development Committee will consist of 3 faculty with the Vice President of Academic Affairs as the committee chair; 1 student, and 3 classified.

*Action Item:* All sites will develop a professional development activities plan.

*Action Item:* Dr. Marvin plan is to complete the Professional Development Plan by mid-September 2011.

*Action Item:* Matt Crow will investigate faculty representation on the Professional Development Committee.

- d) **Institutional Effectiveness Committee (IEC)** (Heather Ostash/Corey Marvin) – A draft copy of the Institutional Effectiveness Committee (IEC) flow chart was distributed for review and discussion. The IEC Committee, whose focus is to identify institutional planning, effectiveness, will address annual unit plans which drives everything. The environment scan is good for 5 to 6 years at a time. The Annual Unit Plan (AUP). The missing piece, in terms of accreditation, is what drives the goal? Every year a new AUP is refreshed, driving the Educational Master plan and driving the second level plans for Career Technical Education (CTE) and Transfer focus. A unit plans is a snapshot and reflects the overall educational plan. They focus on 2 or 3 things which the program needs, guided by the strategic plan. Goals have to reflect strategic planning, responding to internal and external positions, timeline assessment, and an end-of-year refinement review. Suzie Ama suggested inserting dates in the flow chart.

*Action Item:* The Institutional Effectiveness Committee will insert dates in the Institutional Effectiveness flowcharts identifying cycles/timelines requirements for planning and assessment processes for sustainable continuous quality improvements.

- e) **Review of Planning Documents** (Matt Crow) – On page 11 of the Participatory Governance Model is the “Planning Documents”. A copy of the Planning Documents was distributed for review and discussion.
- f) **Budget Development Process** (Matt Crow) – Matt Crow reviewed with the College Council that the Budget Development Process will be reviewed to tie directly to the planning process.
- g) **Staffing Outlook 2012-2013** (Jill Board) – Jill Board reported that with late district wide retirements and attrition, and the need to meet certain faculty obligation numbers, more than likely, district-wide, we may be hiring 15 to 25



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faculty for 2012-13 year. These numbers do not represent the frozen faculty obligation number.

### VIII. Information Issues

Dr. Erie Johnson, Director of South Kern/Kern River Valley reported that thanks to John Daly, Maintenance & Operations Manager, KRV will have a security person beginning, August 29, 2011.

### IX. Standing Committee Reports

a) **Accreditation Steering** (Corey Marvin)

b) **Budget Development** (Gale Lebsock) – The adopted budget is being presented for approval to the KCCD Board of Trustees at the Sept. 8, 2011 meeting. Jill Board indicated that Cerro Coso Community College needs to plan for how we will function on our allocation without using its reserve in the near future.

*Action Item: Jill Board and Gale Lebsock will meet with the Budget Development Committee to discuss the task of aligning Cerro Coso's budget with the allocation received without using the college reserves.*

c) **Facilities** (John Daly) – reported

- Working on security and camera security
- Safety and Security is scheduled to meet on Friday, September 8, 2011 at 9 AM
- The Safety & Security Committee identified 4 fire drills a year for the IWV campus. Along with the fire drill the committee will be discussing gathering points. No fire drills will be scheduled during finals' week.
- Cerro Coso will participate in "Great Shake Out" Oct. 21, 2011

*Action Item: John Daly will notify College Council and faculty about the scheduled fire drills.*

- Monday, August 29, 2011 the Fire Department will be conducting their walk through
- The Fire Marshall be here in two weeks
- Working on IWV campus clean up as a result of
- Over the past two years we have saved 33% on our water usage savings
- Cameras at Bishop Mammoth need to be upgraded with new software, hope to start soon



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**Fine Arts**

- moving in, has some issues that will be addressed, can't use kilns

**Science Project**

- closing out documents

**The Student Center Project**

- 82% complete projected date for completion November 2011

**Alarms and Camera for Renewal Energy Lab**

- Alarms and cameras now activated.

**Bishop well**

- still in progress, cannot drink the water on Bishop campus

**X. Future Meeting Dates**

- Next Meeting – September 22, 2011
- Schedule

**Thursdays**

2011-2012 Meeting Schedule

~~August 25, 2011~~

September 22, 2011

September 29, 2011

October 20, 2011

November 3, 2011

December 8, 2011

January 26, 2012

February 23, 2012

March 29, 2012

April 26, 2012

May 10, 2012

June 7, 2012

**XI. Future Agenda Items and Review of Action Items of Current Meeting**

**XII. Adjournment**

The meeting adjourned 5:04 PM.



Bakersfield College  
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**College Council  
Meeting Agenda**

September 22, 2011

2:00 PM

Administrative Conference Room 212

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feedback or input which has been requested by College Council.*

**Meeting Facilitator:** Jill Board and Matthew Crow

**I. Call to Order**

**II. Roll Call**

**III. Reading of Mission Statement**

**IV. Adding Action Items**

**V. Approval of Minutes from Last Meeting – (August 25, 2011)**

**VI. Closed Session**

**VII. Discussion Issues**

a) Codifying College Practices (Natalie Dorrell/Jill Board)

- Posting Practices - Repository Issues
- How are we going to archive information?
- Where will we place the information?
- How do we codify our college practices?
- How will we implement our Board Policy?

b) M&O/IT Building (John Daly/Michael Campbell)

**VIII. Information Issues**

a) Inside CC Groups – CC College Council – Presentation (Michael Campbell)



## **IX. Standing Committee Reports**

- a) Institutional Effectiveness Committee
  - committee charge/composition
  - annual unit plan template
  - master list of annual unit plans and persons responsible
  - master list of program reviews and persons responsible
- b) Budget Development
- c) Facilities
- d) Professional Development
- e) Safety and Security
- f) Technology Resource Team

## **X. Future Meeting Dates**

- a) Next Meeting – **October 20, 2011, 2:00 PM**
- b) Schedule
  - October 20, 2011
  - November 3, 2011
  - December 8, 2011
  - January 26, 2012
  - February 23, 2012
  - March 29, 2012
  - April 26, 2012
  - May 10, 2012
  - June 7, 2012

## **XI. Future Agenda Items and Review of Action Items of Current Meeting**

## **XII. Adjournment**



**College Council  
Meeting Minutes**

September 22, 2011  
Administrative Conference Room 212

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feedback or input which has been requested by College Council.*

**Meeting Facilitator:** Jill Board and Matthew Crow

**I. Call to Order:** 2:06 PM

**II. Roll Call:**

**Present:** Jill Board, John Daly, Corey Marvin, Matt Crow, Mary O'Neal, Cheryl Gates, Heather Ostash, Pam Godfrey, Michael Campbell, Erie Johnson, Corey Marvin, Deanna Campbell, Kimberlee Kelly-Schwartz,

**Absent:** Crystal Freeman, Kathy Salisbury, Tammy Kinnan,

**III. Adding Agenda Items:** Prohibition of Employing Faculty from Out-of-State (Mary O'Neal)

**IV. Approval of Minutes from Last Meeting – (August 25, 2011) –** The August 24, 2011 meeting minutes were reviewed and accepted with corrections.

**V. Discussion Issues**

- a) Codifying College Practices (Natalie Dorrell/Jill Board)
  - Posting Practices - Repository Issues – Where do we and how do we codify college practices? Where and in what format have we codified the process? It would be to the Colleges' benefit to standardize practices, so that information could be reported out and at the same time people would know where to find information. Discussion ensued about how to proceed.



Michael Campbell shared from the Northern Montana State University website identifying how easy it was to navigate the university's centralized document of policy and procedures on their website, identifying a one change process, one format, it is easy to navigate to, has a nice numbering system, and is simple for people to see. Discussion ensued about how to proceed with populating a template for policies and procedures also having the Kern Community College Districts' Board Policy linked to each procedure. We need to identify a repository for the information and a timeline for revisiting the policies and procedures for changes. Mike shared his exposure to another colleges' policy and procedures. He indicated that every two years the college reviewed the policy and procedures at the administrative level.

**Action Item:** *Mike Campbell will bring a paper version of the Northern Montana State University Policy and Procedures to the next College Council meeting (October 20, 2011) and forward a copy to Deanna Campbell and Erie Johnson.*

**Action Item:** *Jill Board and Michael Campbell will develop a draft skeleton format using the design of the Northern Montana State University online repository of policy and procedures for Cerro Coso Community College and identify an online repository for the policy and procedures for the next College Council meeting (October 20, 2011).*

- **Where will we place the information?** - There will be no taping information around campus, destroying window film or posting on the walls. We need to find a happy medium. Kimberlee suggested using the bathroom stall doors or identifying a spot that really gets information noticed. We also need a responsible contact person/group answering the following questions:
  - Who will deal with postings that are inappropriate, racist, contain sexual inappropriate content, just inappropriate information, such as, term papers for sale, Ponzi schemes, etc.
  - Whose responsibility is it for postings in the Student Services area?
  - We need to resolve who the contact person will be for posting information.
  - We need to have some practice, in place, about how something gets posted.
  - We need to come up with a fix to post things on other than bulletin board when the bulletin board gets filled up with so much information.
  - We need something to get information out to students.
  - How much space are we allotting?



- Who has the right to post?
- Who removes outdated postings?
- We need a policy.
- How will we implement the Board Policy?

It was brought the Council's attention that there is not one bulletin board on the third floor. Jill asked Kimberlee Kelly, Deanna Campbell, and Natalie Dorrell to work with John Daly to draft a Policy & Procedures for the College and bring it back to College Council.

**Action Item:** *Kimberlee Kelly, Natalie Dorrell, Deanna Campbell, will meet with John Daly to form a task force to address the posting policies and procedures for all campuses, making recommendations to the College Council at the October 20, 2011, College Council meeting.*

Mary O'Neal offered to give up the Child Development Bulletin Board on the west end of second floor officially for students.

- b) M&O/IT Building (John Daly/Michael Campbell) - John Daly reported that the Maintenance & Operations building is currently condemned. Michael Campbell and John Daly made a presentation about the draft proposal of M&O/IT building in which they shared with the College Council. The plan is to eliminate the existing M&O building, but not before all is made ready to put the new building in place, with using the existing building for swing space. The space will be used for M&O and IT with offices for Mike John & Jeremy. The other staff would have work spaces defined by partitions. IT will move its servers/services in one location, moving all of its IT operations there freeing up space for faculty offices. All servers and consolidated switches would convert to the proposed modular building. John shared the information from JTS Modular Inc. prefab modular, FDA approved, with a 30 year guarantee, all aggregated and move in ready. John and Mike shared the preliminary design. The proposal will need to be taken to the Facilities Committee.

**Action Item:** *John Daly will take the M&O and IT building proposal to the Facilities Committee.*

- c). Prohibition of Employing Faculty from Out of State (Jill) – A faculty discussion ensued about a change in policy about hiring out-of-state faculty employees being banned from teaching courses in California. Jill shared she believed that there was a directive from the district Human Resources to not employ faculty who live out-of-state beginning spring 2012. Discussion ensued about assigning course to out-of-state residents. A





question was raised as to delaying implementation and grandfathering current employees.

### VIII. Information Issues

- a) Inside CC Groups – CC College Council – Presentation (Michael Campbell) – Michael Campbell conducted an Inside CC “Groups’ demonstration for CC College Council, where College Council members may view and retrieve College Council minutes, agendas, materials, etc. prior to the meeting.

### IX. Standing Committee Reports

- a) Institutional Effectiveness Committee (IEC)-(Sub Committee of College Council)
  - Committee charge/composition – A copy of the IEC committee charge/composition was distributed for review and feedback. Dr. Marvin reviewed the revised IEC Committee DRAFT charge and composition to College Council for feedback.
  - Annual Unit Plan Template (AUP) – a copy of the AUP was distributed and reviewed for feedback. Dr. Marvin reviewed the AUP template with the College Council.
  - Master List of Annual Unit Plans and Persons Responsible – A copy of the Annual Unit Plans Master List for Responsible persons was distributed for review and feedback. Dr. Marvin reviewed the AUP with position responsibility. A review of Master List will be conducted once a year.

**Action Item:** *Jill and Gale review the bookstore agreement with Barnes & Nobles to see if the bookstore requires submittal of an annual unit plan.*

Master List of Program Reviews and Persons Responsible – A copy of the Master List of Program Reviews and Responsible Person was distributed for review and feedback.

- b) Technology Resource Team (Michael Campbell) – Michael Campbell asked, “What is College Council’s expectation of TRT?”

**Action Item:** *Michael Campbell was tasked with developing recommendations for a change to TRT mission.*

### X. Future Meeting Dates

- a) Next Meeting – **October 20, 2011**, 2:00 PM
- b) Schedule
  - October 20, 2011
  - November 3, 2011



December 8, 2011  
January 26, 2012  
February 23, 2012  
March 29, 2012  
April 26, 2012  
May 10, 2012  
June 7, 2012

**XI. Future Agenda Items and Review of Action Items of Current Meeting**

**XII. Adjournment**

The meeting adjourned at 5:10 PM.



**College Council  
Meeting Agenda**

October 20, 2011

2:00 PM

Administrative Conference Room 212

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feedback or input which has been requested by College Council.*

**Meeting Facilitator:** Jill Board and Matthew Crow

**I. Call to Order**

**II. Roll Call**

**III. Adding Agenda Items**

**IV. Approval of Minutes from Last Meeting – (September 22, 2011)**

**V. Closed Session**

**VI. Discussion Issues**

- a) District-wide Strategic Plan
- b) Student Success Task Force Recommendations
- c) Professional Development Plan (All Sites) – Dr. Marvin –
- d) Draft of Codified College Policies (Michael Campbell/Jill Board)
- e) Posting Information on Walls (Task Force)

**VII. Information Issues**

- a) Review Budget Allocation Model
- b) 3-tier and Trigger Points Regarding Mid-year Adjustments to Allocations
- c) Board Policy & Procedures Development
  - Section Four, Policy 4B8
  - Section Four, Procedure 4C4C
  - Section Six, Policy & Procedure 6H
- d) Contract & Community Education
- e) Faculty Obligation Numbers (Jill)

Page 1 of 2



Bakersfield College  
Cerro Coso Community College  
Porterville College



**IX. Standing Committee Reports**

- a) Institutional Effectiveness Committee
- b) Budget Development
- c) Facilities
- d) Professional Development
- e) Safety and Security
- f) Technology Resource Team

**X. Future Meeting Dates**

- a) Next Meeting – **November 3, 2011**, 2:00 PM
- b) Schedule
  - October 20, 2011
  - November 3, 2011
  - December 8, 2011
  - January 26, 2012
  - February 23, 2012
  - March 29, 2012
  - April 26, 2012
  - May 10, 2012
  - June 7, 2012

**XI. Future Agenda Items and Review of Action Items of Current Meeting**

**XII. Adjournment**



**College Council  
Meeting Minutes**

October 20, 2011

2:00 PM

Administrative Conference Room 212

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feedback or input which has been requested by College Council.*

**Meeting Facilitator:** Jill Board and Matthew Crow

I. **Call to Order:** 2:08 PM

II. **Roll Call**

**Present:** Kathy Salisbury, Cheryl Gates, Mary O'Neal, Pam Godfrey, Heather Ostash, Kimberlee Kelly Schwartz, Brian Repsholdt (student), Corey Marvin, John Daly, Jill Board, Matt Crow, Deanna Campbell

**Absent:** Erie Johnson, Shelley Crabtree

III. **Adding Agenda Items** – Faculty Obligation Numbers (Jill Board)

IV. **Approval of Minutes from Last Meeting – (September 22, 2011)** – The September 22, 2011 College Council meeting minutes were accepted as presented.

V. **Closed Session**

VI. **Discussion Issues**

- a) **District-wide Strategic Plan** –A copy of the district-wide strategic plan was distributed for review and feedback. A representative reported from each of their constituent groups their perspective of the draft district-wide strategic plan. Matt Crow reported for the Academic Senate,



Kathy Salisbury for Classified CSEA, and Kimberly Kelly Schwartz for the students.

**Academic Senate**

Matt Crow, Cheryl Gates, and Mary O’Neal, reported language issues in terms of the word, “pledge”. Matt reported that the academic senate were opposed to the dynamic language of the word “pledges”, and would like it removed and/or replaced with plain and clear language. It was the consensus of the Academic Senate that there needs to be an evaluation portion of the plan’s needs in order for it to be measurable, collaboration for collaboration (2.1) sake, and grants for grants sake. 4.2, 3.2., and the advertisement language and common course numbering.

The faculty discussed their feedback to the College Council related to the draft district-wide strategic plan. The headings about elevating student success, transcending excellence, the word “pledges” is not an acceptable. The word pledges are stronger than values and the slogan was not embraced.

**Classified CSEA** – Kathy Salisbury reported that the Classified CSEA group did not discuss the district-wide strategic plan, therefore, no feedback was provided.

**Students** – Kimberlee Kelly Schwartz reported that the students did not discuss the district-wide strategic plan either, therefore, no feedback was provided.

**Strategic Goals – Cerro Coso’s** – a copy of the draft Cerro Coso Community College Strategic Goals was distributed, reviewed, discussed, for feedback.

**Student Success Task Force Recommendations** – a copy of the California Community College Task Force on Student Success was distributed for review and discussion. Jill shared that there is an ongoing dialog with the Board of Governors and the state-wide Student Success Task Force being put on table; people are being held to their funding base on student completion and success. It took a lot of to convince legislators to go that way.

Jill announced that Cerro Coso Community College consortiums and partnership have paid off.

The last two weeks have been a whirl wind of notifications and planning meetings regarding the awarding of three grants of which we partnered



with various community colleges in our application. These grants will bring funding to support programs and services that we already were in various stages of either planning for or already implementing. The following is an overview of them.

### **Trade Adjustment Assistance act –Department of Labor Grant**

The Trade Adjustment Assistance act C3T is for approximately \$20,000,000 over three years. The Consortium emerged out of the Central Valley Higher Education Consortium, now refers to themselves as the Central California Community Colleges Committed to Change, “C6” for short! West Hills Community College is the lead and the consortium makes up 11 colleges. The purpose of the grant is to develop innovative approaches to reducing remediation time, time to completion of certificates or degrees, and an increase in completion. The funds will provide credit classes in basic skills at each college and various Allied Health programs at our three KCCD colleges. Cerro Coso Community College will receive approximately \$1,500,000 over the three year period to serve students succeeding through basic skills and allied health programs. This grant also focuses on student success through innovative delivery of programs developed as a result of systemic change within our college.

Thank you to Cheryl Gates, Laura Vasquez, and Dean Valerie Karnes for the collaborative and innovative efforts in participating in the development of this program. This will certainly assist in acquiring the tools to educate our students at our various campuses, but also in developing innovative curriculum so students can achieve their educational goals and be placed into the workplace.

### **California Education Policy Grant**

The “C6” Consortium also applied for and was awarded a California Educational Policy Fund, grant. West Hills will be the lead and it includes a total of 6 college districts in the Central Valley. The purpose is to improve the college readiness of students leaving the K-12 system and focuses on two areas: 1. Alignment of curriculum in English and math between the K-12 and the community college. 2) Common placement assessment among K-12, community college, and CSU system. The project focuses and is expected to reap results in policy changes within our system that result in increases in college readiness/student success. The project strongly urges us to follow the 8 guiding principles of Complete College America. The \$600,000 grant funds are to be used to facilitate these goals over three years.

A big thank you goes out to Heather Ostash for keeping this effort alive.

### **Co-op STEM Grant between Antelope Valley, Cerro Coso, and CSULB**

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This STEM collaborative Project is focused on services to improve outreach and pre-college preparation, increase services while the students are in college, increase student learning support services and advising as it relates to STEM programs. Antelope Valley College is the lead with partnerships between Cerro Coso and CSU Long Beach. The grant is funded over five years and will provide funding for educational equipment in support of the curriculum, provide funding for increased coordination of our STEM efforts, and infuse funding for increased student learning support for students in these programs. A big thank you goes out to Shannon Bliss, John Stenger-Smith, Heather Ostash, and Valerie Karnes for their assistance in developing the relationship with the other two institutions on behalf of our students and community's efforts to grow our own engineers!

- b) Professional Development Plan (All Sites) – Dr. Marvin – postponed
- c) Draft of Codified College Policies (Michael Campbell/Jill Board) - postponed
- d) Posting Information on Walls (Task Force) - postponed

## VII. Information Issues

Review Budget Allocation Model – Matt Crow & Mary O'Neal reported that the Budget Develop process still needs to be updated. The Academic Senate has to update the process because Academic Senate is responsible for the process. Jill asked if the Academic Senate representatives be agreeable to meet with Gale Lebsock, and Jill Board to work on a draft of the local budget allocation process for the purpose of updating the budget allocation process?

**Action Item:** *Matt Crow and Jill Board, and Gale Lebsock will meet to update the local Budget Allocation Process to be presented to Academic Senate for approval.*

- a) 3-tier and Trigger Points Regarding Mid-year Adjustments to Allocations – Jill Board explained that based upon the decreased amount of state revenue, mid-year reductions are expected. This year's budgeted was built reflecting a 9.2% decrease. So, if the worst case scenario is implemented we will not need to make any additional reductions.
- b) Board Policy & Procedures Development  
A copy of the Kern Community College Board Policies and Procedures (Section Four, Policy & Procedure 4B8 – Template for Independent Study), (Section Four, Procedure 4C4C (September 22, 2011) – Written





Request for a Grade Change), and (Section Six, Policy & Procedure 6H – Adjunct Employment Procedures) for review, discussion, and feedback.

*It was the consensus of the College Council to accept the September 22, 2011, Section Four, Policy 4B8, Template for Independent Study and to move forward as is.*

- Section Four, Procedure 4C4C – Written Request for a Grade Change

**Action Item:** Matt Crow and Jill Board will identify a 3 hour meeting timeframe for College Council to meet in November 2011 to discuss Section Four, Procedure 4C4C – Written Request for a Grade Change.

- Section Six, Policy & Procedure 6H- Adjunct Employment Procedures  
A copy was distributed, reviewed, and discussed for feedback. Cerro Coso Community College currently interviews potential adjunct candidates with faculty chairs only. Jill reported that Human Resources needs to investigate whether or not this is the appropriate procedure for hiring adjunct faculty and are we in compliance, etc.
- c) Contract & Community Education – Jill reported that Contract & Community Education is running financially in the black.
- d) Faculty Obligation Numbers (Jill) – a copy of the California Community College, Chancellor’s Office, Fall 2011 Full Time Faculty Obligation email was distributed for reviewed, and discussion.
- The Fall 2011 Full -time Faculty Obligation Compliance numbers, email from CA Community College Chancellor’s Office was reviewed. Based upon workload reduction KCCD will need to hire 5 incrementally new faculty for 2012-2013 academic year.
  - Kern FON – CCCC is a little over 2011-2012 FTES, positioning us for additional growth funding should there be any.

## IX. Standing Committee Reports

- a) Institutional Effectiveness Committee – no report
  - b) Budget Development – no report
  - c) Safety & Security (John Daly) reported that October 20, 2011, at 10:20 AM we participated in the Great Shake Out! Jill reported that once we all came together at M&O the Incident Command Staff (ICS) took on their assigned roles. The siren did not work! We do have a training deficit, we
-



have thought that we have to do it all, and in reality we would be only ICS for a short amount of time. What we have to worry about is giving Fire Department and/or Police Department accurate information.

John reported the results of today's Great Shake Out 10/20, at 10:20. The in-house drill, went well, didn't hear anything negatives. We discussed the pros and cons of today's great shake out and what we need to do, in terms of logistics. We need to designate spots, get signage and be clearer regarding where people should gather outside. It was suggested we do in-service of all classified staff, since they are usually the ones here on the campuses taking on ICS roles. Let's get people, trained and make it real for our sites. Make where people should gather outside evacuation locations clear.

John announced that we will be looking for an external notification system for campus.

Deanna reported the results of ESCC in-house drill. The Great Shake Out at Bishop campus went smoothly and at Mammoth Lakes also went very smoothly. Students coming to class on campus, stayed away until all the "all clear" was designated..

KRV reported that their Great Shake Out drill went smooth over there.

There is an identified need to redirect the Child Development Center's evacuation-point, coming up with a plan to keep the kids out of the way of the emergency vehicles. Currently they are crossing the street to get to their designated meeting spot.

**Action Item:** *John Daly will follow up on signage issue for evacuation.*

Accreditation Steering Committee – Dr. Marvin reported that the Accreditation Steering Committee would like a meeting with College Council to review their status.

## **X. Future Meeting Dates**

- a) Next Meeting – **November 3, 2011**, 2:00 PM
- b) Schedule
  - October 20, 2011
  - November 3, 2011
  - December 8, 2011
  - January 26, 2012
  - February 23, 2012



March 29, 2012  
April 26, 2012  
May 10, 2012  
June 7, 2012

**XI. Future Agenda Items and Review of Action Items of Current Meeting**

**XII. Adjournment**

The meeting adjourned at 5:09 PM.



**College Council  
Meeting Agenda**

November 3, 2011

2:00 PM

Administrative Conference Room 212

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feedback or input which has been requested by College Council.*

**Meeting Facilitator:** Jill Board and Matthew Crow

- I. Call to Order**
- II. Roll Call**
- III. Adding Agenda Items**
- IV. Approval of Minutes from Last Meeting – (October 20, 2011)**
- V. Closed Session**
- VI. Discussion Issues**
  - a) TRT Mission (Michael Campbell)
  - b) Auto Logins into Inside CC (M. Campbell)
  - c) Calendaring Strategic Planning Sessions (Jill Board)
  - d) Posting Information Policy Draft (Natalie Dorrell/Kim Kelly)
  - e)
- VII. Information Issues**
  - a) Centralizing Purchase of Printers (Michael Campbell)
  - b) Verification and Posting of College Procedures (J. Board/M. Campbell)
  - c) Saturday Coverage (J. Board)
  - d)
  - e)
- IX. Standing Committee Reports**



- a) Institutional Effectiveness Committee
- b) Budget Development
- c) Facilities
- d) Professional Development
- e) Safety and Security
- f) Technology Resource Team

**X. Future Meeting Dates**

- a) Next Meeting – **November 3, 2011**, 2:00 PM
- b) Schedule
  - ~~October 20, 2011~~
  - November 3, 2011
  - December 8, 2011
  - January 26, 2012
  - February 23, 2012
  - March 29, 2012
  - April 26, 2012
  - May 10, 2012
  - June 7, 2012

**XI. Future Agenda Items and Review of Action Items of Current Meeting**

December 8: Review of Accreditation Descriptions for:

- Standard I.A
- Standard II.A.7
- Standard III.A.2
- Standard III.A.4.a
- Standard III.B.2
- Standard IV.A
- Standard IV.B

**XII. Adjournment**



**College Council  
Meeting Minutes**  
November 3, 2011

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feedback or input which has been requested by College Council.*

**Meeting Facilitator:** Jill Board and Matthew Crow

**I. Call to Order:** The College Council was called to order by its co-chair Jill Board at 2:07 PM in the Administrative Conference Room 212.

**II. Roll Call**

**III. Present:** Deanna Campbell, Erie Jonson, Michael Barrett, Jill Board, Bryan Repsholdt, Michael Campbell, Mary O'Neal, Shelley Crabtree, Cheryl Gates, Pam Godfrey, Kimberlee Kelly Schwartz, Corey Marvin, Kathy Salisbury, Heather Ostash

**Absent:** Matt Crow, John Daly,

**IV. Adding Agenda Items - none**

**V. Approval of Minutes from Last Meeting – (October 20, 2011)** The October 20, 2011 College Council meeting minutes were accepted with corrections.

**VI. Review of Action Items –** The College Council reviewed and discussed the November 3, 2011 Action Items.

**VII. Closed Session - none**

**VIII. Discussion Issues**

- a) Technology Resource Team (TRT) Mission (Michael Campbell) – A draft of the TRT Resource Team Mission statement was distributed and discussed for feedback. The mission statement describes the direction of



TRT is moving forward. As a result of discussion, changes were made to the TRT mission statement.

*It was the consensus of the College Council to accept the TRT mission statement with revisions.*

- b) Auto Logins into Inside CC (M. Campbell) – Mike reported that the Information Technology (IT) managers met last week at the district office. One of the discussion items was should students and/or staff auto login into Inside CC by passing the desktop? Once one logs into Inside CC no other login is required. Discussion ensued about the pros and cons for staff and student auto login. Heather suggested auto login to Inside CC for student, encouraging them to use Inside CC more. Staff was not in favor to auto logins into Inside CC. Faculty indicated that one has to login in and out when going from one class to another.

*It was the consensus of the College Council to provide auto logins into Inside CC for students, to get them to use it the way we want them to use it.*

- c) Calendaring Strategic Planning Sessions (Jill Board) – the district strategic plan is going to the Board for approval next month. Jill reminded the College Council that it is the College Council's responsibility to review and update, if necessary the college's strategic plan. We need to take a look at the goals and make them measurable. We need to use this time to start the process of revising the Strategic Plan in order to take revisions to Board by the May 2012 meeting. We also need to present the Mission, Vision, and Values statements that go in the catalog and get strategic plan to the board at the May 2012 meeting. We need to dedicated time to work on the Strategic Plan. Corey suggested revising the Mission, Vision, and Value statements at the January 26<sup>th</sup> meeting, to be presented to the March 2012 Board meeting. Hold March 1, 2012, 2-5 PM, for possible College council meeting, if needed.

**Action Item:** *The College Council will review the mission, vision, and value statements, which will be placed in the Catalog. The mission, vision, and values statements will be presented at the March 8, 2012 Board of Trustee meeting for approval.*

**Action Item:** *The College Council will review the College's Strategic Plan and present it at the May 3, 2012 Board of Trustees for approval.*



- d) Posting Information Policy Draft (Natalie Dorrell/Kim Kelly) – A draft copy of Cerro Coso Community College’s posting procedures, adopted from another community college, was distributed for review, discussion, and feedback; the draft does not include community postings. The final arbiter is the college. We need to look into “All Materials” which must be in good taste and aesthetically compatible with Cerro Coso Community College’s environment. The document is related to (3D2) Business Services Board Policy. The College Council would like to see Board Policy and how we played it out. Discussion ensued and as a result of the discussion the College Council suggested some changes. It was suggested to take the initial feedback, make the changes, add the feedback, and share those changes with College Council. It was requested that the bulletin boards on campus have contact people and the responsible person

**Action Item:** *Natalie Dorrell and Kimberlee Kelly Schwartz will incorporate the suggested changes to the Posting Information campus policy and bring back the revised Posting Information Campus Policy to College Council.*

## VII. Information Issues

- a) Centralizing Purchase of Printers (Michael Campbell) – Michael brought to the College Council’s attention a proposal to centralize the purchase of printers throughout the college. Discussion ensued about types of users, budgets, and types of printers. Also, we need to eliminate inkjet printers due to related consumable costs. Three basic printers are needed; a black and white printer, basic color printer, and a central copier. Dell printers are less expensive than HP printers with a 3 year warranty; longer than the one (1) year warranty of HP. Centralizing printers and standardizing consumables would be a more efficient practice. IT would be responsible for the purchase of toners. Existing printers will be replaced when they break or no longer work. A budget would need to be built to accommodate the change of the centralizing of printers.

*It was the consensus of the College Council to centralize the purchasing of printers to promote standardization and a more efficient practice in the purchase of printers.*

The College Council asked Michael Campbell if he would bring back samples of the three (3) different printers and a possible outline of procedures that we would need for ordering supplies, to the January 26, 2012, meeting.





- b) Verification and Posting of College Procedures (J. Board/M. Campbell) – process going to use.
- c) Saturday Coverage (J. Board) – Jill announced a formalized plan for providing coverage services (custodial, security, and administrator on call) for Saturday classes beginning spring 2012 semester. This needs to be reported out to faculty teaching on Saturdays. Kimberlee suggested also providing Library services on Saturday.
- d) When it Comes to Reserves, How Much is Enough? –Jill distributed an article entitled, “When it Comes to Reserves, How Much is Enough” for College Council review.

## **IX. Standing Committee Reports**

- a) Institutional Effectiveness Committee (Corey) The Institutional Effectiveness Committee met and they are putting together a template for the Annual Unit Plan. The Committee also discussed how we are going to house Institutional Effectiveness information, planning, annual reviews, research, etc., how well is the process we started to work on, is it going to work? Next year there will be some more training. The next step is for the divisions to pull together their executive summaries, which constitutes the Institutional Effectiveness Plan. Unit plans have been submitted and reviewed. The next step is to provide samples and examples of annual unit plans and to place it on the web. Technically, second level reviews will be working toward the educational master plan.
- b) Budget Development – The Budget Development Committee is schedule to meet Tuesday, Nov. 8, 2011. The Committee is taking up the topic in discussing “Creating Recommendation How our Budget Can Handle when it comes to Staffing”. What the Committee believes is sustainable.
- c) Facilities – (Jill) On Saturday, November 4, 2011, professional development training is scheduled for adjunct faculty, faculty chairs, and staff, focusing on Student Learning Outcomes/Assessments. We have permission to utilize the mezzanine for opening remarks, check in, etc.

On Tuesday, Cerro Coso Community College, IWV campus, is hosting a Veteran’ Recognition event, with Assemblywoman Shannon Gross attending. Punch and snacks will be provided. We are looking to opening the Student Center, revealing its remodel, in January 2012. It was identified that we do not need a formal RFP to provide an outsourced food service. Pony Espresso is coming back, and Art can have its gallery back.



Results of survey very clear indication that students want food service with fresh health food choices and not packaged food. However, cost is issue.

Over the Winter Break the following work will be done:

- West Wing Offices –getting a new look.
- Learning Resource Center – 2<sup>nd</sup> Floor gate installed
- Tack Board installed in President's office.
- Full campus lecture hall fire alarm central station being installed
- Stair wells that lead out will be screened in, power washed and cleaned up
- Other upgrading
- Bishop water well ongoing
- Mammoth camera ongoing
- KRV working on fire alarm and camera installation

- d) Professional Development – (Corey) reported that the Professional Development Committee met on Wednesday, November 2, 2011 to discuss and revisit the charge in the Participatory Governance Document. Suggestions were made which the Committee brought back to College Council. We also discussed the need for a responsible party for planning the piece for Professional Development Plan. The timeline for the plan is slated for February 15, 2012. The Committee is scheduled to meet again in a couple of weeks to take a closer look at the committee's charge. We are also looking at developing a plan for flex day activities schedule.

Mary O'Neal announced that CCA is offering to pay for brunch at the Flex-Day Activities events.

- e) Safety and Security – The Safety and Security Committee met to debrief the Great Shake Out held on October 20, 2012.
- f) Technology Resource Team – The Technology Resource Team met and approved submitting a draft mission to College Council. The Team discussed changing the distribution list format, and creating an IT Strategic Plan, which the Team is working through now.
- g) Mary O'Neal volunteered Pam Godfrey to highlight the College Council meetings so that constituent representatives may report back to their groups. Pam Godfrey agreed. Reporting out versus reporting out and bring something back.

***Action Item:*** Pam Godfrey will highlight the College Council meetings, send to Louise for Jill Board's review, prior to distribution.



**X. Future Meeting Dates**

- a) Next Meeting – **December 8, 2011**, 2:00 PM
- b) Schedule
  - ~~October 20, 2011~~
  - November 3, 2011
  - December 8, 2011
  - January 26, 2012
  - February 23, 2012
  - March 29, 2012
  - April 26, 2012
  - May 10, 2012
  - June 7, 2012

**XI. Future Agenda Items and Review of Action Items of Current Meeting**

December 8: Review of Accreditation Descriptions for:

Standard I.A

Standard II.A.7

Standard III.A.2

Standard III.A.4.a

Standard III.B.2

Standard IV.A

Standard IV.B

**XII. Adjournment**

The meeting adjourned at 4:26 PM.



**College Council  
Meeting Agenda**

December 8, 2011

2:00 PM

Administrative Conference Room 212

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feedback or input which has been requested by College Council.*

**Meeting Facilitator:** Jill Board and Matthew Crow

- I. **Call to Order**
- II. **Roll Call**
- III. **Adding Agenda Items**
- IV. **Approval of Minutes from Last Meeting – (November 3, 2011)**
- V. **Closed Session**
- VI. **Discussion Issues**
  - a. Review of Accreditation Descriptions for: (By Standard Co-Chairs)
    - Standard I.A
    - Standard II.A.7
    - Standard III.A.2
    - Standard III.A.4.a
    - Standard III.B.2
    - Standard IV.A
    - Standard IV.B



**VII. Information Issues**

- a) Budget Development Committee Report (Gale Lebsock)

**VII. Future Meeting Dates**

- a) Next Meeting – **January 26, 2012**, 2:00 PM
- b) Schedule
  - ~~October 20, 2011~~
  - ~~November 3, 2011~~
  - December 8, 2011
  - January 26, 2012
  - February 23, 2012
  - March 29, 2012
  - April 26, 2012
  - May 10, 2012
  - June 7, 2012

**VIII. Future Agenda Items and Review of Action Items of Current Meeting**

**IX. Adjournment**



**College Council  
Meeting Minutes**

December 8, 2011

2:00 PM

Administrative Conference Room 212

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feedback or input which has been requested by College Council.*

**Meeting Facilitator:** Jill Board and Matthew Crow

**I. Call to Order: 2:10 PM**

**II. Roll Call**

**Present:** Jill Board, Mary O'Neal, Bryan Repsholdt, John Daly, Deanna Campbell, Michael Barrett, Pam Godfrey, Cheryl Gates, Matt Crow, Heather Ostash, Kathy Salisbury, Corey Marvin, Erie Johnson,

**Absent:** Kimberlee Kelly, Shelley Crabtree,

**Guests:** Christine Swiridoff, Suzi Ama,

**III. Adding Agenda Items – Announcements (Jill) “Achieving the Dream” and Full Time Faculty Hiring**

**Approval of Minutes from Last Meeting – (November 3, 2011) –** defer until reviewed for grammatical items. Also, the November 3, 2011 meeting minutes, along with agenda and meeting materials have been posted to Inside CC, Groups, CC College Council.

**IV. Closed Session**

**V. Discussion Issues**

- a. Review of Accreditation Descriptions for: (By Standard Co-Chairs)



The College Council reviewed the accreditation descriptions presented by the standard co-chairs. Each description listed was distributed by hardcopy for review and feedback.

Standard I.A (Heather Ostash co-chair with Christine Swiridoff, Christine Swiridoff presenting)

Standard II.A.7 – (Heather Ostash co-chair with Suzi Ama, Suzi Ama presenting)

Standard III.A.2 (Gale Lebsock co-chair with Matt Crow, Matt Crow presenting) –

Standard III.A.4.a - (Matt Crow presenting)

Standard III.B.2-(Gale Lebsock co-chair with John Daly, John Daly presenting)

Standard IV.A -(Jill Board co-chair with Lisa Fuller, with Jill Board presenting)

For Standard 4.B.2.D – Jill asked the College Council to provide her with his/her perspective of what the president does.

## **VII. Information Issues**

- a) Budget Development Committee Report (Gale Lebsock/Mary O’Neal) – a copy of the Cerro Coso Community College Budget and Reserve Analysis for FY12 and FY13 and a copy of the Budget Development Committee Recommendation Regarding Incremental New Faculty for Academic Year 2013 was distributed for review and discussion.
- b) Mary O’Neal provided an analysis of what the Budget Development Committee group did and the results of their meetings. After looking at level of reserves for faculty hires this year, and projected breakage for retirees, the Committee agreed and is recommending that the College should have a 10% reserve to be ready for the upcoming challenges. The Committee has some discussion to do next semester, in terms of, scheduled maintenance. We have more needs than money. We have a prioritized list. It needs to go to the Facilities Committee, and then go to College Council. We have multiple campuses to think about with ongoing campus needs.
- c) The Budget Development Committee recommends that Cerro Coso build its own reserve for scheduled maintenance. We are going to at this time rehire the two current vacancies, Larry Board, Corey Marvin, and hiring



one increment new faculty. We are in the process making an offer to a Computer Science faculty. As other vacancies come open, we will have other discussions. The two replacement positions will be in the area of Business, English, and the new position would be for Health Careers/Nursing!

d) Achieving the Dream Request for Proposal 2012 Cohort (Jill) – Achieving the Dream, Inc. is a national nonprofit that is dedicated to helping more community college students, particularly low-income students and students of color, stay in school and earn a college certificate or degree. Evidence-based, student-centered, and built on the values of equity and excellence. Achieving the Dream's closing achievement gaps and accelerating student success nationwide by:

1. Improving results at institutions,
2. Influencing public policy,
3. Generating knowledge, and
4. Engaging the public

Conceived as an initiative in 2004 by Lumina Foundation and seven founding partner organizations, today, Achieving the Dream is the largest non-government reform movement for student success in higher education history. With 160 community colleges and institutions, more than 100 coaches and advisors, and 16 state policy teams – working throughout 30 states and the District of Columbia – Achieving the Dream helps 3.5 million community college students have a better chance of realizing greater economic opportunity and achieving their dreams.

Achieving the Dream's Student-Centered Model of Institutional Improvement is focused on creating a culture of evidence in which data and inquiry drive broad-based institutional efforts to close achievement gaps and improve student outcomes overall. Achieving the Dream provides extensive supports to colleges in collecting and analyzing student data; in designing, implementing and evaluating intervention strategies; and in broadening knowledge among stakeholders about policies and programs that contribute to student success.

Achieving the Dream Institutions have demonstrated systemic institutional improvement with measuring impact on issues such as enhancing the experience of first-year students, improving developmental education; closing achievement gaps; strengthening academic and personal advising for students in need of additional support; strengthening links to high schools and four-year institutions to improve





student preparation; and increasing retention, persistence, and the number of certificates and degrees recipients. The policy works undertaken by Achieving the Dream has created public policy environments that encourage innovation and reward institutions for moving greater numbers of students to degrees and credentials. These institutional and policy improvements have fortified the colleges; efforts in strategic planning, reaccreditation, professional development, and programmatic advancements.

#### **VI. Future Meeting Dates**

- a) Next Meeting – **January 26, 2012, 2:00 PM**
- b) Schedule
  - ~~October 20, 2011~~
  - ~~November 3, 2011~~
  - December 8, 2011
  - January 26, 2012
  - February 23, 2012
  - March 29, 2012
  - April 26, 2012
  - May 10, 2012
  - June 7, 2012

#### **VII. Future Agenda Items and Review of Action Items of Current Meeting**

#### **VIII. Adjournment**

The meeting adjourned at 5:03 PM.



**College Council  
Meeting Agenda**

January 26, 2012

2:00 PM

Administrative Conference Room 212

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feedback or input which has been requested by College Council.*

**Meeting Facilitator:** Jill Board and Matthew Crow

**I. Call to Order**

**II. Roll Call**

**III. Adding Agenda Items**

**IV. Approval of Minutes from Last Meeting – (December 8, 2011)**

**V. Closed Session**

**VI. Discussion Issues**

- a) Strategic Plan Revision Work Session (Jill)

**VII. Information Issues**

- a) Budget Update from Consultation Council (Tom Burke)
- b) Board Policy Development
  - 1. Section Four, Students/Instructional Services, Policy 4A3, Matriculation and Procedures 4A3(a), 4A3(b), and 4A3(c)
  - 2. Section Four, Student/Instructional Services, Policy 4C4A, Grades (“W”) –3.. Section Six, Certificated Academic Senate, Policy 6H, Adjunct Employment and Procedures 6H
- c) Degree Works Update
- d) Statewide Student Success Task Force Recommendations
- e) TAA-DOL Grant
- f) Faculty Hiring



**IX. Standing Committee Reports**

- a) Institutional Effectiveness Committee
- b) Budget Development
- c) Facilities
- d) Professional Development
- e) Safety and Security
- f) Technology Resource Team

**X. Future Meeting Dates**

- a) Next Meeting – **February 23, 2012**, 2:00 PM
- b) Schedule
  - ~~October 20, 2011~~
  - ~~November 3, 2011~~
  - ~~December 8, 2011~~
  - January 26, 2012
  - February 23, 2012
  - March 29, 2012
  - April 26, 2012
  - May 10, 2012
  - June 7, 2012

**XI. Future Agenda Items and Review of Action Items of Current Meeting**

**XII. Adjournment**



**College Council  
Meeting Minutes**

January 26, 2012

Administrative Conference Room 212

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feedback or input which has been requested by College Council.*

**Meeting Facilitator:** Jill Board and Matthew Crow

**I. Call to Order: 2:10 PM**

**II. Roll Call**

**Present:** Jill Board, Shelley Crabtree, Mary O'Neal, Kimberlee Kelly Schwartz, John Daly, Matt Crow, Erie Johnson, Deanna Campbell, Heather Ostash, Michael Barrett

**Guest:** Tom Burke, Gale Lebsock

**Absent:** Pam Godfrey, Corey Marvin, Cheryl Gates, Kathy Salisbury, Crystal Freeman

**III. Adding Agenda Items**

**IV. Approval of Minutes from Last Meeting – (December 8, 2011)**

The College Council accepted the December 8, 2011 meeting minutes as presented.

**V. Closed Session - None**

**VI. Discussion**

a) **Strategic Plan Revision Work Session** (Jill) – The College Council members present were provided with a hardcopy of the 2010-2012



Strategic Plan; Elements of External Scan (Revised 2-4-2011), Strategic Planning Survey 1, and Strategic Survey 3 (CC) for review. These items were also placed on Inside CC, CC College Council Groups. Each member was asked to review the materials provided to make themselves familiar with the information for the February 24, 2012 work session.

## VII. Information

**Budget Update from Consultation Council** (Tom Burke via video conferencing) – Tom reviewed the State Budget Summary, the 2012-13 Proposed Budget, and Community College System Impacts, the triggers for each, and how it impacts the district. Tom reported that the enrollment fees are short this year. Tom also reported the KCCCD Budget update for 2011-12 Mid-year Budget depending on triggers 1,2, enrollment fee shortfalls, 2012 Tax Package Fails to Pass, and impacts the KCCCD budget revenue. Also, these items will impact the 2012-2013 Budget. Tom indicated the cumulative reduction in revenues, should the 2012-13 tax-package fail, is estimated to be an additional 4.4% decrease.

Tom explained the lawsuit with Orange County and how this high risk investment schemes impact all California community colleges.

Jill reported that there is going to be another BRAC. There are plans to close two military installations across the nation. We will be hearing a lot more from our city and government agencies related to the affects this could have on installations in our service area. A very strong message will be communicated to our elected officials on the needed support to keep all California military installations open.

### a) Board Policy Development

Mary O'Neal and Heather Ostash reviewed the listed board policy/procedures and its changes discussed in District Consultation.

1. **Section Four, Students/Instructional Services, Policy 4A3**, - (Mary O'Neal) – reported what was discussed at District Consultation. She indicated that the District Consultation Committee is wanting to clarify what it is we are doing with matriculation, cleaning it up and limit it from students perspective, setting the stage for a change in procedure for priority registration.
2. **Matriculation and Procedures 4A3(a), 4A3(b), and 4A3(c)** – Matt Crow reported that the Academic Senate approved Matriculation and Procedures at Senate meeting today, and reported it to Jane



Harmon. The language is being cleaned up and being made consistent with provisions of AB3, Sections 78212-78214, and Title 5, Section 55532. Procedures for Registration and Collection of enrollment Fees #4, is clearer and more consistent with the repeat process. It clarifies that sub-standard-grades will be treated the same. The order of priority is now better align with priorities statewide.

3. **Section Four, Student/Instructional Services, Policy 4C4A, Grades (“W”)** – The revision to this policy changed the last day to drop without a “W” on their official transcripts to the approximate 20% date of the term of the class.
  4. **Section Six, Certificated Academic Senate, Policy 6H, Adjunct Employment and Procedures 6H** – The Academic Senate has requested language to follow Title 5. Matt Crow reported – 6H5 – the new policy for adjunct employment is incorporated into general hiring policy. This policy was adopted by the Academic Senate. This 6H5 of policy points to hiring in an emergency situation, it does not specify a time period for emergency hire. Language reflecting such has been requested.
- b) **Degree Works Update** (Heather Ostash) – Heather updated the Council on Degree Works, reporting that it is moving along rapidly. The software is installed, our catalog completely scribed with exception of a few programs. Scribing of the catalog will be reviewed for accuracy and consistency. Heather reported that there will be multiple stages of training, review, and interaction with all groups. The technical training is going on this week for the IT group. The week after next functional training for those responsible for continued scribing updates, include. A&R, A&R Director, will have 3 full days of training. The next level will be for end-users, which includes counselors, curriculum techs, and other A&R personnel. Scheduled training for faculty and the curriculum review process has been set. Cerro Coso Community College will not launch Degree Works until it is fully tested. So far all deadlines have been met.
- c) **Statewide Student Success Task Force Recommendations** – A copy of the State-wide Student Success Task Force recommendations were distributed for reviewed. The goal of the Task Force is to boost completion rates over the next decade.

**TAA-DOL Grant (C6)** – Jill Board) – The grant update focuses on Allied Health and implementing newly developed curriculum that implements

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best practices with basic skills. The new Allied Health Program will be first offered to students at the KRV campus. We are in the process of partnering with hospitals and high schools in our service area. Rebecca Flores, who is coordinating the Basic Skills portion for the C6 Consortium, will be at Cerro Coso's IWV campus on Tuesday, January 31, 2012, to meet with those faculty involved in the C6 grant and faculty who teach in the areas of Basic Skills.

- d) **Faculty Hiring** (Jill Board) – Jill reported that Debbie Kurti has resigned creating a vacancy. The Academic Senate was contacted and reviewed the Senate's Priority List with President Board. It was decided the next faculty opening will go to Administration of Justice. There are three (3) additional incremental new faculty positions that will be hired district-wide. Porterville will not put forth hires for this. The two positions that Cerro Coso will bring forward for consideration are Industrial Arts (Welding) and Counseling, both are within the recommendations put forth from Academic Senate.

## IX. Standing Committee Reports

- a) **Institutional Effectiveness Committee** – It was reported that the Institutional Effectiveness Committee will be meeting soon. It was reported that at the meeting annual unit plans due dates, program reviews due March 1st, return by March 15, 2012, were discussed.
- b) **Budget Development** – (Mary O'Neal) reported that the Budget Development Committee has met. It was reported that the Academic Senate Student Centered Strategic Budget Process Committee, an *ad hoc* Academic Senate Committee has met to review the old- budget process. The budget development process foundation stands and will be tweaked at the next scheduled meeting. It will go to the February 2, 2012 Senate meeting for review.
- c) **Facilities** – (John Daly) –
- Reported that the lighting issues on the west bridge continue. We are working with a contractor check it out and solve the issues.
  - Reported other lighting issues in the LAC/LRC, M&O was working to replace all lights and bad ballast in these areas.
  - Over the holiday break, west wing deck coat was done, new carpet and new ceiling tile installed.
  - the LRC second floor security gate arrives tomorrow and we will start installation;
  - the contractor is struggling to get the drywallers back up working.
  - We are working on compliance issues with the Coyote Kitchen (grease trap and floors), by mid-February if not sooner
-



- The LRC/CDC parking lot is out of DSA and in the hands of AP Architects. AP doesn't have a contract yet but we are in the process renegotiating a new contract.
- We finally received quotes for the Bishop fire pump and just processed a PO today, with 6 to 8 weeks lead time on the pump.
- We are meeting with Inyo County Environmental people next Thursday to discuss the Bishop well. Working with environmental folks on the issues with arsenic, uranium and fluoride we hope to have answers, and a direction as to how to solve these issues.
- We are getting quotes for the baseball field re-lamp and replacing 3 of the lense covers
- We are addressing CDC lighting concerns, we are gathering information to re-lamp, new ballasts to bring the building back to standards.
- We hope to wrap up the Student Center punch list on February 8, 2012.
- Working to set a meeting with GKK (architect firm) to work on M&O / IT building.

d) **Professional Development** - (Shelley Crabtree) – reported that the committee have and the next meeting is February 9, 2012. The committee identified 3 principal goals. Bonita Robison is meeting with Shelley to request staff development funds. The committee is in the process of developing an annual plan. The committee is starting post on Inside CC, public channel. The committee's goal is to have procedure in place by March 2012. We lost 2 of the 3 classified members with Shelley being the only classified member. The committee has student representation, Angelo Sanchez. Shelley Crabtree is the co-chair.

**Flex Day Activities** - The Vice President of Academic Affairs, Dr. Corey Marvin is in the process working with the Professional Development Committee regarding developing a contract for Flex Day Activities.

***Action Item:*** *What are Corey Marvin's expectations for Flex Day activities?*

Jill indicated that the College Council needs more time to address Strategic Plan, Accreditation timelines. We have to have one or two additional meeting to review. Let Jill get clarification on timeline of catalog.

***Action Item:*** *Jill will get clarification on timeline of the catalog.*





- e) **Safety and Security** – John Daly reported that the Safety and Security Committee is scheduled to meet next Thursday, February 2, 2012.
- f) **Technology Resource Team** – a draft of the TRT mission was submitted to College Council and approved.

**X. Future Meeting Dates**

- a) Next Meeting – **February 23, 2012**, 2:00 PM
- b) Schedule
  - ~~October 20, 2011~~
  - ~~November 3, 2011~~
  - ~~December 8, 2011~~
  - January 26, 2012
  - February 23, 2012
  - March 29, 2012
  - April 26, 2012
  - May 10, 2012
  - June 7, 2012

**XI. Future Agenda Items and Review of Action Items of Current Meeting – 4CA**

**XII. Adjournment**

The meeting adjourned at 4:30 PM.



**College Council  
Meeting Agenda**

February 23, 2012

2:00 – 5:00 PM

Administrative Conference Room 212

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feedback or input which has been requested by College Council.*

**Meeting Facilitator:** Jill Board and Matthew Crow

**I. Call to Order**

**II. Roll Call**

**III. Adding Agenda Items**

**IV. Approval of Minutes from Last Meeting – (January 26, 2012)**

**V. Closed Session**

**VI. Discussion**

- a) Accreditation Input (Marvin/Ostash)
- b) College Posting Policy (Dorrell)
- c) Review Professional Development Plan (Marvin)
  - Input to Flex Day Activities (Marvin)
- d) Education Master Plan (Marvin)
- e)

**VII. Information**

- a) Catalog Time Line (Board)
  - Due March 16, 2012 for April Board of Trustees Meeting
- b) Academic Senate Budget Development Process (Crow)
- c) Update on Strategic Plan Revision (Board) – February 24, 2012
- d) Report on Evacuation Signage (Daly)



**IX. Standing Committee Reports**

- a) Institutional Effectiveness Committee
- b) Budget Development
- c) Facilities
- d) Professional Development
- e) Safety and Security
- f) Technology Resource Team

**X. Future Meeting Dates**

- a) Next Meeting – **February 23, 2012**, 2:00 PM
- b) Schedule
  - ~~October 20, 2011~~
  - ~~November 3, 2011~~
  - ~~December 8, 2011~~
  - ~~January 26, 2012~~
  - February 23, 2012
  - March 29, 2012
  - April 26, 2012
  - May 10, 2012
  - June 7, 2012

**XI. Future Agenda Items and Review of Action Items of Current Meeting**

**XII. Adjournment**



**College Council  
Meeting Minutes**

February 23, 2012

2:00 – 5:00 PM

Administrative Conference Room 212

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feedback or input which has been requested by College Council.*

**Meeting Facilitator:** Dr. Corey Marvin and Matthew Crow

**I. Call to Order: 2:12 PM**

**II. Roll Call**

**Present:** Erie Johnson, John Daly, Corey Marvin, Aaron Taggart (student), Matt Crow, Shelley Crabtree, Cheryl Gates, Mary O’Neal, Deanna Campbell, Heather Ostash,

**Absent:** Jill Board, Kathy Salisbury

**III. Adding Agenda Items**

**IV. Approval of Minutes from Last Meeting – (January 26, 2012) –** accepted as presented.

**V. Closed Session**

**VI. Discussion**

- a) **Accreditation Input** (Marvin/Ostash) – Corey announced that documents from the Standards Committees have been submitted and are complete, but still need to be reviewed for feedback. The College Council will need to be familiar with the standards related to College Council, if interviewed the accrediting team will expect members to be familiar with the pieces for which they are responsible. Additional meetings with College Council



need to be scheduled to focus on accreditation input. A College Council meeting was scheduled for Thursday, March 1, 2012, to review accreditation standards for feedback. College Council members were asked to read the Standards related to College Council (1A), in advance, for discussion at the March 1, 2012, meeting. Corey will disseminate an email with the link to the standards for easy access. The Standard links are also on the college website.

**Action Item:** *College Council Members will review the Standards related to College Council prior to the College Council meeting on March 1, 2012, in preparation of discussion, review, and feedback of the standard/s.*

**Action Item:** *Corey will disseminate an email to College Council members with a link to the accreditation standards for reading of the standards prior to the March 1, 2012 meeting for discussion and feedback.*

When reviewing the Standards(1A) ask yourself the following questions:

- Are you satisfied with descriptive summary?
- Does the language adequately capture what we do and what we have done?
- Do you agree with subsections?
- Ultimately, do the action plans need to be improved from the self-evaluation?

b) **College Posting Policy** (Dorrell/Kelly-Schwartz) – *postponed*

c) **Review Professional Development Plan** (Marvin) – Corey lead the College Council through the reading of the draft Professional Development Plan for review and feedback. Professional Development is one of College Council's second level support plans. It had to be written as a second level plan because it had to address the educational master plan, based on an integrated planning cycle. It needs to be based on our goals and improving student achievement.

**Action Item:** *College Council members send training needs to Corey Marvin, Professional Development Committee chair.*

**Action Item:** *Professional Development Committee will establish ground rules to identify what impact it has on the college.*

- **Input to Flex Day Activities** (O'Neal) – a copy of the State Academic Senate Flex Coordinator requirements, identifying what a flex coordinator does, was distributed. (The lead faculty co-chair of the committee is the lead faculty member on committee.) The intent



is to create an accounting process to facilitate consistency in administration. The allocation of additional hours of credit for a presentation is meant to acknowledge the time those individuals prove in preparation. Also, the additional hours of credit may serve as an incentive for faculty to share their expertise with colleagues.

**Action Item:** *Mary O'Neal will propose to the President, release time or re-assigned time, related to the Faculty Flex Coordinator.*

- d) **Education Master Plan (Marvin)** – Dr. Marvin reviewed the Chapter III Vision and Projections for the Future 2012-2013 of the Educational Master Plan *DRAFT* for feedback.

- Goal 1:** Create Better Structured Pathways for Student Success, from Intake to Completion;
- Goal 2:** Improve Online Teaching and Learning;
- Goal 3:** Establish Equitable Opportunities and Services at all Campuses;
- Goal 4:** Finish Implementing Program Changes in Basic Skills, Conduct Assessments, Make Improvements;
- Goal 5:** Operate at the Level of Sustainable Continuous Quality Improvement in Institutional Planning, Program Review, and Student Learning Outcomes;

The Educational Master Plan Committee will be developing goals each year for the following year's Educational Master Plan.

Aaron Tagger suggested reorganizing online classes to be more like onsite classes focusing on engagement; reassess the whole paradigm for distance education.

Please take a look and let Dr. Marvin know and suggested changes to the *DRAFT* Chapter III Vision and Projections for the Future 2012-2013 of the Educational Master Plan.

## VII. Information

- a) **Catalog Time Line (Marvin)**
  - Due March 16, 2012 for April Board of Trustees Meeting
- b) **Academic Senate Budget Development Process (Crow/O'Neal)** – an *ad hoc* committee from Academic Senate has been established to develop Budget Development process. The *ad hoc* committee presented its Budget Development process to the Academic Senate for review. The committee members met with Gale Lebsock, Director of Administrative



Services. Discussion ensued, but further discussion is needed. The DRAFT Budget Development Process will be submitted to the Institutional Effectiveness Committee (IEC) meeting for discussion and feedback and have Gale attend.

- c) **Update on Strategic Plan Revision** (Board) – A meeting has been scheduled for Friday, February 24, 2012, from 9:00 AM to 12:00 PM.
- d) **Report on Evacuation Signage** (Daly) – Postponed. John Daly reported that we are waiting for architectural approval.

## IX. Standing Committee Reports

- a) **Institutional Effectiveness Committee** (Corey) Corey reported that the IEC met briefly, but the committee would like to see some program reviews, so we can get working on it. We need to start thinking of the end game of this year. How it is going to assess? What is done, what will move into next year?
- b) **Budget Development** (Matt Crow) – reported that the Academic Senate is looking at faculty proposed policies.
- c) **Facilities** (Daly)
  - The kitchen is now open
  - We are prioritizing wish lists
  - The new student on the committee is Angela Sanchez
  - Safety & Security has not met yet, we are trying to fill committee membership
- d) **Professional Development** (Corey Marvin) – The Professional Development Committee has met several times, to discuss the Professional Development plan for Cerro Coso Community College. The committee identified threads that are most important the College Council which they need to do, focusing on the Educational Master Plan (EMP), College Strategic Plans, increasing Student Success, improving transparency and effective communication, enhancing workplace competence and preparedness along with sub items.
- e) **Safety and Security** – The fire drill was cancelled and will be rescheduled. It was identified that there is a need for having fire drill in the evening.
- f) **Technology Resource Team** – (Aaron Taggart) – reported that the TRT is focusing on budgets. The Committee reviewed will be reviewing TRT Plan for review and approval this Tuesday.



## X. Future Meeting Dates

- a) Next Meeting – **February 23, 2012**, 2:00 PM
- b) Schedule
  - ~~October 20, 2011~~
  - ~~November 3, 2011~~
  - ~~December 8, 2011~~
  - ~~January 26, 2012~~
  - ~~February 23, 2012~~
  - ~~February 24, 2012~~ – Strategic Planning
  - ~~March 1, 2012~~ – Accreditation Review, Admin Conf. Room 212
  - (March 15, 2012 – Strategic Planning, Admin Conf. Room 212 – **CANCELED**)
  - Future by Design Scheduled in lieu of March 15, 2012 Strategic Planning**
  - March 29, 2012
  - April 26, 2012
  - May 10, 2012
  - June 7, 2012

## XI. Adjournment

The meeting adjourned at 4:42 PM.





## **College Council Meeting Agenda**

March 1, 2012

2:00 PM

Administrative Conference Room 212

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feedback or input which has been requested by College Council.*

**Meeting Facilitator:** Jill Board and Matthew Crow

### **I. Call to Order: 2:14 PM**

### **II. Roll Call**

**Present:** Jill Board, Shelley Crabtree, John Daly, Kimberlee Kelly Schwartz, Deanna Campbell, Michael Barrett, Corey Marvin, Mary O'Neal, Matt Crow

**Absent:** Aaron Taggart, Heather Ostash, Kathy Salisbury, Cheryl Gates

### **III. Discussion**

- a) Accreditation Standards Review related to College Council – reviewed the following Standards related to College Council, 1A, IIA7, II A 7 b, II A 7 c, IIIA2, III A 4, III B 2, III A 1. d, IV A (All),
  - a. Define Process from this time forward

### **VIII. Information**

- a) Issue

### **IX. Standing Committee Reports**

- a) Accreditation Steering
- b) Budget Development
- c) Facilities
- d) Professional Development
- e) Safety and Security
- f) Technology Resource Team

**X. Future Meeting Dates**

- a) Next Meeting
- b) Schedule

**XI. Future Agenda Items and Review of Action Items of Current Meeting**

**XII. Adjournment**

The meeting adjourned at 4:11 PM.



Bakersfield College  
Cerro Coso Community College  
Porterville College



## **College Council Meeting Minutes**

March 1, 2012

2:00 PM

Administrative Conference Room 212

**Type of Meeting:** College Council Meeting to Review Accreditation Standards

**Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feedback or input which has been requested by College Council.*

**Meeting Facilitator:** Jill Board and Matthew Crow

### **I. Call to Order: 2:14 PM**

### **II. Roll Call**

**Present:** Jill Board, Shelley Crabtree, John Daly, Kimberlee Kelly Schwartz, Deanna Campbell, Michael Barrett, Corey Marvin, Mary O'Neal, Matt Crow

**Absent:** Aaron Taggert, Heather Ostash, Kathy Salisbury, Cheryl Gates

### **III. Discussion**

#### **a) Accreditation Standards Review related to College Council**

The Accreditation Standards related to College Council (1A, IIA7, II A 7 b, II A 7 c, IIIA2, III A 4, III B 2, II1 A 1. d, IV A (All), were reviewed for input.

### **IV. Future Meeting Dates**

a) Next Meeting – The next meeting is scheduled for Thursday, March 15, 2012

### **V. Adjournment**

The meeting adjourned at 4:11 PM.



## **College Council Meeting Agenda**

March 29, 2012

2:00 PM

Administrative Conference Room 212

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feedback or input which has been requested by College Council.*

**Meeting Facilitator:** Jill Board and Matthew Crow

### **I. Call to Order**

### **II. Roll Call**

### **III. Reading of Mission Statement**

### **IV. Action Items: from March 1, 2012 and prior**

### **V. Approval of Minutes from Last Meeting – March 1, 2012 and February 23, 2012**

### **VI. Closed Session**

### **VII. Discussion Issues**

- a) Review Elements of Decision Making Documents
- b) Report out from “Future By Design” Work Group
- c) Report from Strategic Planning Meeting
- d) Posting Policy (N. Dorrell)

### **VIII. Information Issues**

- a) Cerro Coso’s ARCC Report
- b) ASCC process for identifying student representatives to committees
- c) Faculty Hiring Progress
- d) Educational Master Plan (C. Marvin)
- e) Academic Senate approved budget Allocation Process (M. Crow)

### **IX. Standing Committee Reports**

- a) Institution Effectiveness Committee
- b) Budget Development Committee

- c) Facilities Committee
- d) Professional Development Committee
- e) Safety and Security Committee
- f) Technology Resource Team

**X. Future Meeting Dates**

- a) Next Meeting
- b) Schedule

**XI. Future Agenda Items and Review of Action Items of Current Meeting**

**XII. Adjournment**



Bakersfield College  
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## **College Council Meeting Agenda**

April 26, 2012

2:00 PM

Administrative Conference Room 212

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feedback or input which has been requested by College Council.*

**Meeting Facilitator:** Jill Board and Matthew Crow

### **I. Call to Order**

### **II. Roll Call**

### **III. Reading of Mission Statement**

### **IV. Action Items: from March 29, 2012 meeting and prior**

### **V. Approval of Minutes from Last Meeting – March 29, 2012**

### **VI. Closed Session**

### **VII. Discussion**

- a) Review Elements of Decision Making Document
- b) Posting Policy (N. Dorrell)
- c) Budget Development Committee Recommended Tentative AY2013 College Budget
- d) Revised Mission Statement
- e) Begin Discussions on College Vision & Value Statements
- f) Information Technology Strategic Plan (Michael Campbell)

### **VIII. Information**

- a) ASCC process for identifying student representatives to committees
- b) Faculty Hiring Progress
- c) Educational Master Plan (C. Marvin)
- d) CHDV Program Review (Mary O'Neal)

### **IX. Standing Committee Reports**

Page 1 of 2



Bakersfield College  
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- a) Institution Effectiveness Committee
- b) Budget Development Committee
- c) Facilities Committee
- d) Professional Development Committee
- e) Safety and Security Committee
- f) Technology Resource Team

**X. Future Meeting Dates**

- a) Next Meeting – May 10, 2012
- b) **Schedule**  
~~October 20, 2011~~  
~~November 3, 2011~~  
~~December 8, 2011~~  
~~January 26, 2012~~  
~~February 23, 2012~~  
~~March 29, 2012~~  
April 26, 2012  
May 10, 2012  
June 7, 2012

**XI. Future Agenda Items and Review of Action Items of Current Meeting**

- Academic Senate approved budget Allocation Process (M. Crow) September 12, 2012

**XII. Adjournment**





## **College Council Meeting Minutes**

April 26, 2012

Administrative Conference Room 212

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feedback or input which has been requested by College Council.*

**Meeting Facilitator:** Jill Board and Matthew Crow

### **I. Call to Order: 2:15 PM**

### **II. Roll Call**

**Present:** Matt Crow, Jill Board, Mary O'Neal, Aaron Taggert (Student), Angelo Sanchez (Student) Kimberlee Kelly Schwartz, John Daly, Erie Johnson, Deanna Campbell, Corey Marvin, Heather Ostash, Kathy Salisbury,

**Guest:** Gale Lebsock, Angelo Sanchez (Region 9 Rep), Jennifer Curtis, Michael Campbell, Jesse Lewis (Communication Officer ASCC), Natalie Dorrell

**Absent:** Shelley Crabtree, Cheryl Gates, Mike Barrett

### **III. Reading of Mission Statement**

**IV. Action Items:** from March 29, 2012 meeting and prior – The March 29, 2012 Action Items were reviewed and discussed for completion.

**V. Approval of Minutes from Last Meeting** – the March 29, 2012, meeting minutes were reviewed and accepted with corrections.

### **VI. Closed Session**

### **VII. Discussion**

**Review Elements of Decision Making Document April 17, 2012** – (Jill) a copy of the revised Elements of Decision Making document, dated April 17, 2012, was placed on the CC College Council Groups in Inside CC for Council members to print a hardcopy, review, and provide feedback. The purpose of reviewing this document is because it explains the understanding of the service we get from



employees from our district office; who is serving us and how they should be serving us. It includes “The Process of Decision Making,” “Functional Mapping for Decision Making Chart,” “The ‘Major Responsibilities’ of the chief administrative officers of the District,” “Organizational Charts for each of the administrative offices of the District,” and “District-wide functional mapping matrix for the administrative offices of the District focusing on the issue of Centralization/Decentralization”. Jill requested all College Council members read the document and provide her with feedback. The College Council ended the review at the job description of the Vice Chancellor of Human Resources and will pick up the review at the May 10, 2012, College Council meeting.

- a) **Posting Policy** (N. Dorrell/Kimberlee Kelly Schwartz) – a copy of the narrative posing policy and a copy of the formatted to board policy, was placed on the CC College Council Groups for the College Council members to print and bring with them to the meeting. Both formats were reviewed. It is important to have a process and procedure for how we handle posting around campus. Things get posted but not removed. Aaron Taggart suggested entitling the bulletin boards, with the College Council agreeing to that suggestion. Also, it was suggested to develop a list of the location of the bulletin boards and who is responsible for each of them.

The ASCC representatives requested student control of all bulletin boards not designated to a specific group/area. Mary O’Neal, again, offered the Child Development Center bulletin board to the student. That bulletin board is across from Room 246 on the second floor of the main building. The goal is that anything that needs to be posted need to be ran through student government. Aaron reported that all clubs are happy with boards they can post.

The ASCC have approved the non-narrative Posting Policy.

It was brought to the Council’s attention that a public posting area must be provided for the public to be able to post things to that particular board. Classroom Boards are also public boards.

Also, it was brought to the Council’s attention that the student accepted posting policy is still vague, and not specific to Cerro Coso Community College.

**Action Item:** *Natalie Dorrell will develop college-wide posting policies specific to Cerro Coso Community College and identify a public posting bulletin board, and incorporate the revisions into the student accepted posting procedures and bring back to the May 10, 2012, College Council for review and approval.*



- b) **Budget Development Committee Recommended Tentative AY2013 College Budget-** (Gale Lebsock) – A copy of the Budget Development Committee’s recommendation for AY2013 was distributed for review and discussion. The worksheets were also posted to the CC College Council Groups in Inside CC. The handouts included:

- CCCCC 2012-2013 GU001 Estimates as of April 3, 2012 review of Revenues, Expenses, and Differences, identifying a beginning budget deficit of over \$2,462,937.16

The following items added to the reduction of the overage:

- CCCC 2012-2013 Permanent Labor Budget Information
- CCCC 2012-2013 Adjunct/Overload Budget Calculation
- 2012-2013 CCCC Budget Development, every areas budget requests also placed on Inside CC College Council Groups; and
- 12-13 Worksheet Adjustments, and Other 12-13 Items reducing the potential 12-13 Reserve Usage amounted to \$1,594,656.20, to balance the tentative 12-13 budget off the reserves.

Gale shared reserve amount used to balance the 2011-12 budget totaling to approximately \$800,000. The goal and charge of the Budget Development Committee was to work toward a 5.5% reduction without using reserves. Yet the work completed to date would leave us a \$1.6 million use of reserves. What this means is further conversation will be needed to identify how we might get to balance the 2013-14 budget without relying on reserves. A reserve was developed for days like today to cover expenses. (Other things we should do anyway and some identified in “Future by Design” arena.) Jill responsible to develop a plan, worst case scenario, reducing as much as possible, and pledging to keep reductions as far away from students as possible. Our communities have given us input via the community forums held at IWV, KRV and ESCC (Bishop/Mammoth).

Jill asked the students present, “What could they do as individual and as an associated student body member to improve services given the financial restrictions?”

Mr. Taggart and Mr. Sanchez brought forth some student complaints related to scheduling more physiology, anatomy, and English 102 classes for students needing to graduate. Right now those classes are scheduled every other semester so some students will need to wait one year before those classes are offered. Identify a recycling public area for community to bring recycling items to college for a savings. We will need to advertise the program in community. Jill asked Aaron to pass community recycling information to John Daly to investigate. We have no college wide recycling plan. This is also an opportunity for ASCC to investigate for cost savings purposes. When it comes to cost saving items,



Brandon McGinnis, Student Senator, is the contact person. Aaron will contact Mr. McGinnis to investigate a recycling plan.

**Action Item:** *Aaron Taggert, ASCC President, will submit recycling information to John Daly and John Daly will investigate the community recycling program for a savings opportunity.*

**Action Item:** *Aaron Taggert, ASCC President, will contact Brandon McGinnis, Student Senator, regarding obtaining recycling program information.*

The students representatives were asked, “How would the students fee, should a parking fee be initiated?” Mr. Taggert reported that after speaking with the students, the students are not in favor of a parking fee. Students would park on BLM land and clog the side roads and desert area to avoid parking fees. The student representatives were then asked, “How would the students feel should a parking fee be instituted to include faculty paying for parking?” also including faculty paying for parking. Mr. Taggert responded with the same response. Mr. Sanchez suggested creating a “Preferred Parking” area, as an option for those students that can afford it.

Jill reported that we have bond funds to repair the IWV parking lot. Where once we used some of the funds earned from the bookstore and kitchen, we are no longer able to do so, now that we have outsourced for kitchen and bookstore. If we spend funds to repair the parking lot as it should be, we need to identify how we can maintain our parking lots. Jill identified the Cerro Coso Community College’s (CCCC) boundaries, leading to announcing that the city of Ridgecrest has received funding that included CCCC in their proposal. The problem is that portion of road is considered undisturbed land. If we have to pay for that we than have problem. It is political and CCCC is working on it. As you come into campus you see road damage, we need to address the situation and maintain it. We have funds to redesign parking lot to make ADA compliant. We need to figure out how we can maintain it.

**Action Item:** *Aaron Taggert ASCC president will provide draft of recycling plan to President Board, Tuesday, May 1, 2012.*

Jill explained the results of the Budget Development Committee’s budget starting point to see what we can add or subtract, with the caveat that this process is illustration only. What does it cost IWV, plus online costs, targeting 95%? Then, if we have to reduce target, approximately 17% based on FTE served. What if we had to identify 17% of \$17 million? A copy of several documents, including those below were distributed for review and discussion:

- CCCC 2012-2013 GU001 Estimates as of April 3, 2012
- CCCC 2012-2013 Permanent Labor budget Information
- CCCC 2012-2013 Adjunct/Overload Budget Calculation



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- CCCC 2012-2013 Budget Development recommendations

Discussion ensued about projected revenues and expenses for 2012-2013 identifying a beginning deficit of \$2.4 million. After reviewing the Budget Development Committees recommendation, adjunct/overload calculation, permanent labor budget information, including breakage, etc. the estimated projected CCCC budget will require \$1.6 from the CCCC's reserve to balance 2012-2013 budget. Gale requested approval from the College Council to use the \$1,594,565.20 reserve funds to balance the 2012-2013 CCCC's budget. This is first pass on the tentative budget. College Council will then review updates at the Thursday, May 10, 2012, with the \$1.6 M will be presented for approval.

The College Council approved using the reserves to the amount of \$1,594,565.20 to balance 2012-2013 CCCC's tentative budget.

President Board reported that CCCC has a bond measure in Mono County and bond measure in Kern County, but nothing in Inyo County. President Board has contacted, Dr. McAteer, Inyo Superintendent of Schools, regarding collaborating on some type of bond to assist Inyo County. Inyo County residents want higher education! We are all intertwined. President Board announced that she would be in Sacramento, CA on Tuesday, May 1, 2012, advocating for higher education, meeting with state representatives.

President Board announced that if the ASCC President would like to address Board that would be okay.

This is first pass on budget for College Council, on May 10, 2012, it will be presented balanced by using \$1.6 M of reserves. Are we willing to use \$1.6M. It was agreed to use a maximum of \$1.6 of reserve to meet \$2.5 M reduction.

One of the things that has not been presented to Budget Development Committee is reorganization of faculty chairs.

- c) Revised Mission Statement - Postponed
- d) Begin Discussions on College Vision & Value Statements - Postponed
- e) Information Technology Strategic Plan (Michael Campbell) - Postponed

### **VIII. Information**

- a) A copy of the revised Associated Students of Cerro Coso (ASCC) bylaws was distributed. There is a process that identifies student representatives to committees (Angelo Sanchez) – a lot of it concerns representation. The students would like the meeting dates and times identified to provide representation. Only student senators will represent students on committees. The students are looking forward to next calendar year. Aaron shared defined process and what ASCC is working on. The ASCC constitution was completely rewritten. From that we



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created Senators, page 2 of constitution review of ASCC Constitution this year. ASCC only wants senators on committee representation. If students want to serve on committees, the student will be required to report to ASCC to become a student senator. The student senators will be required to attend student government meetings as well as committee meetings. The senators fill position of representation on committees. They are based on population of full time students. Their entire job is to sit on committees and interface with students. Senators most important to serve on committees. We also want Student Government to control who serves on committees. So we don't have random students on committees. We want to make sure that students are well represented to the committee.

Mr. Taggart reported that the ASCC is going to calendar its meetings for next year. We will also have subcommittee as well. Sub committee's calendar will be presented in September. If committees are going to have meetings permanently scheduled forever, than students can work with that schedule. We need to make a decision when to meet.

Just from the College's stand point, it is helpful to set the spring meetings before the following year. Allow coordination well in advance. Student representation would be most effective when attending from the very first meeting to allow for the students comfort level and understanding the issues. If we know what schedule, early, this can be accomplished.

***Action Item:** Kimberlee Kelly Schwartz will send an electronic version of the ASCC bylaws to college council members for posting on the CC College Council, Inside CC Groups.*

**Action Item for Group:** Jill will send email out tell those sub-committee chairs, bring back on May 10, 2012, their schedule of committees meetings for next academic year.

The committees should have set dates and times consistently. The Group that we have for College Council should have sub-committee link with schedules. A transparent calendar including sub committees, meeting schedules is needed. Mr. Taggart suggested using Google Calendar, similar to what ASCC uses. Jill said we will look into it.

- b. CHDV Program Review (Mary O'Neal) – distributed and placed on the CC College Council, Inside CC Groups, for presentation and acceptance from College Council. The Institutional Effectiveness Committee (IEC) accepted the CHDV Program Review proposal with minimum recommendations for improvement which have been incorporated. Mary presented the CHDV Program Review. She indicated that the CHDV is continuing to working on Student Learning Outcomes; identifying that Early Childhood professions need training, are not paid well. Our external markets are telling us where jobs will be. In a 6 year plan



we are going to explore the possibility of accrediting the CHDV Program nationally.

### **VIII. Future Meeting Dates**

a) Next Meeting – May 10, 2012

b) **Schedule**

~~October 20, 2011~~

~~November 3, 2011~~

~~December 8, 2011~~

~~January 26, 2012~~

~~February 23, 2012~~

~~March 29, 2012~~

April 26, 2012

May 10, 2012

June 7, 2012

### **IX. Future Agenda Items and Review of Action Items of Current Meeting**

- Academic Senate approved budget Allocation Process (M. Crow) September 12, 2012
- IT Strategic Plan (Michael Campbell) May 10, 2012
- Program Reviews
- May 10, 2012 – 2-3:45 and 4 – 5 PM
- Faculty Hiring Process
- Educational Master Plan (Corey Marvin)
- Revised Mission Statement (Corey Marvin)
- Begin Discussions on College Vision & Value Statements (Corey Marvin)

### **X. Adjournment**

**The meeting adjourned at 5:10 PM.**





## **College Council Meeting Agenda**

May 10, 2012

2:00 PM

Administrative Conference Room 212

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feedback or input which has been requested by College Council.*

**Meeting Facilitator:** Jill Board and Matthew Crow

- I. Call to Order**
- II. Roll Call**
- III. Reading of Mission Statement**
- IV. Review of Agenda: May 10, 2012**
- V. Action Items: from April 26, 2012 meeting**
- VI. Approval of Minutes from Last Meeting – April 26, 2012**
- VII. Closed Session**
- VIII. Discussion**
  - a) Review Elements of Decision Making Document
    - Pick up review at Vice Chancellor, Human Resources
  - b) Posting Policy (N. Dorrell)
  - c) Information Technology Strategic Plan (Michael Campbell)
  - d) IT Strategic Plan (Michael Campbell) May 10, 2012
  - e) Distribution List and Appropriate Use (Michael Campbell)
  - f) Program Reviews (*Subject*)
  - g) May 10, 2012 – 2-3:45 and 4 – 5 PM

**VIII. Information**

- a) Faculty Hiring Progress
- b) Educational Master Plan (C. Marvin)
- c)

**IX. Standing Committee Reports**

- a) Institution Effectiveness Committee
- b) Budget Development Committee
- c) Facilities Committee
- d) Professional Development Committee
- e) Safety and Security Committee
- f) Technology Resource Team

**X. Future Meeting Dates**

- a) Next Meeting – May 10, 2012
- b) **Schedule**  
~~October 20, 2011~~  
~~November 3, 2011~~  
~~December 8, 2011~~  
~~January 26, 2012~~  
~~February 23, 2012~~  
~~March 29, 2012~~  
~~April 26, 2012~~  
May 10, 2012  
June 7, 2012

**XI. Future Agenda Items and Review of Action Items of Current Meeting**

- Academic Senate approved budget Allocation Process (M. Crow) September 12, 2012

**XII. Adjournment**







## **College Council Meeting Minutes**

May 10, 2012  
2:00 PM  
LRC Room 604

**Type of Meeting:** College Council Regular Meeting

**Purpose of Meeting:** *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feedback or input which has been requested by College Council.*

**Meeting Facilitator:** Jill Board and Matthew Crow

**I. Call to Order: 2:12 PM**

**II. Roll Call**

**Present:** Heather Ostash, Erie Johnson, Michael Barrett, Natalie Dorrell, Corey Marvin, Angelo Sanchez (student- Senior Senator), Kimberlee Kelly Schwartz, John Daly, Angela Sellers (for Shelley Crabtree), Michael Campbell, Gale Lebsock, Matt Crow, Jill Board, Gianne James (student-ASCC President Elect and Marissa James (student-ASCC Vice President Elect), Mary O'Neal, Kathy Salisbury, Deanna Campbell, Cheryl Gates, Aaron Taggart

**Absent:** Shelley Crabtree

**III. Reading of Mission Statement** – Matt Crow read the College Council Mission Statement.

**IV. Review of Agenda: May 10, 2012**

**V. Action Items: from April 26, 2012 meeting**

**VI. Approval of Minutes from Last Meeting – April 26, 2012**

**VII. Closed Session - None**

**VIII. Discussion**

a) Review Elements of Decision Making Document

- Pick up review at Vice Chancellor, Human Resources
- b) Posting Policy (N. Dorrell) – Natalie was tasked with developing college-wide posting procedures specific to Cerro Coso Community College (CCCC) and identify a public posting bulletin board and incorporate the revisions into the student accepted posting procedures for review and acceptance. A copy of the proposed Cerro Coso Community College Posting Procedures was distributed to the College Council members and placed on Inside CC's CC College Council Groups, May 10, 2012. Natalie incorporated the student approved work and added information according to Kern Community College District, Board Policies and ASCC Board Policies.

The General Public Information Boards (for General public information and ASCC publicity), with responsibility to the Public Information Office. Natalie will place an identity card on each bulletin board identifying each boards responsible party. All posting materials should be submitted to the responsible party identified on the bulletin board or posting items will be removed.

Staking posting is only allowed for college events and activities and is not allowed at non-college sponsored events. Stake posting for outside organizations utilizing college facilities requires approval of the Public Information Office and is permitted only 5 days prior to the event limited to 5 days after event. It was suggested to change from 5 days to 10 days on a trial basis.

***Action Item:*** *College Council will evaluate posting procedure timelines for staking posting at the November College Council meeting.*

Natalie identified posting changes identifying that the bulletin boards are there to provide a culture to learning that is free from obscene materials and a hostile work situation. Child Development's bulletin board was reassigned to Contract and Community Education. Kim suggested adding a bulletin board/s to the 3<sup>rd</sup> floor, art building, and snack bar. Try two weeks and evaluate first college council in August 2012.

The CCCC Posting Procedures was accepted by College Council adding the suggested changes and CCCC Posting Procedures will need to be communicated out to the college community and posted on the website according to posting procedures.

Information Technology Strategic Plan (Michael Campbell) – Mr. Campbell presented for review and adoption by College Council the Cerro Coso Community College (CCCC) Information Technology (IT) Strategic Plan. A copy of the plan was placed on Inside CC, CC College Council Groups for access to the document. The intent of a Strategic plan is to provide tactics, vision recommendations, and goals to fulfill the plan. This Technology Plan contains



the procedures, direction, and endorsements that will define the technology at CCCC for the next three years. As with any Technology Plan, the strategies and goals must be flexible and reviewed frequently to accommodate the rapid changes in technology and demand. After meeting with President Board, some changes to the plan were identified and shared with the Council. Jill requested College Council members read the IT Strategic Plan and get to know it. It was suggested to include a timeline for the goals.

**Action Item:** *Mike Campbell will add a timeline to the IT Strategic Plan Goals*

The Strategic Plan is designed to address and continue to move us forward and keep Cerro Coso active at all sites.

President Board addressed College Council indicating that with the addition of the stated timelines to implement goals over next 3 years and other additional timelines they need to see. She asked, “Does the CC IT Strategic Plan address the needs of students, staff, and faculty?” The College Council agreed that the CC IT Strategic Plan does meet the needs of the students, staff, and faculty.

*It was the consensus of the College Council to accept the Cerro Coso Community College Information Technology Strategic Plan with the recommended modifications and timelines.*

- c) Distribution List and Appropriate Use (Michael Campbell) – A copy of the Cerro Coso Community College Distribution List Use was distributed for review along with a copy being posted to the Inside CC, CC College Council Groups for the May 10, 2012, College Council meeting.

Cerro Coso College Council has adopted the following processes for Cerro Coso Listservs and the Cerro Coso Exchange Server Distribution lists within CCCC. These processes apply to all CCCC Listservs that are managed by Cerro Coso employees or affiliates and Exchange Distribution lists managed by KCCD IT. The TRT will review these processes annually. The TRT is looking at distribution lists and Listservs at the college, who has permission, how new listservs get created, etc. Some listservs do not have any postings, and other groups have a much better collaboration tool for communicating and sharing with each other.

- d) Program Reviews (Library Program) – Matt Crow reported that the Library Program Review was approved at the May 10, 2012, Academic Senate meeting, which will be posted to Inside CC, College Council Groups.
- e) May 10, 2012 – 2-4:00 and 4 :15– 5 PM – College Council meeting times changed due to All Staff Meeting at 4:15 PM, regarding the budget.



Meeting Schedule for 2012-2013 (All) – The College Council identified their meeting schedule for 2012-2013. It was the consensus of the College Council to meet on first (1<sup>st</sup>) and third (3<sup>rd</sup>) Thursdays of every month from 2:00 PM to 4:00 PM, with the first meeting beginning September 6, 2012. Those tentative dates will be identified and disseminated to College Council via email.

In response to the Student Government, responsible for identifying student representatives for College Council and sub-committees of College Council, the students requested a committee meeting schedule to ascertain the student representation serving on committees. Some committees have not yet identified a regular a meeting schedule. However, College Hour is Tuesdays and Thursdays, 12:30 PM – 1:30 PM is a possibility.

The following College Council sub committees did/or not identify meeting times.

Budget Development Committee – To be determined (Angelo Sanchez will contact Gale Lebsock to obtain Budget Development Committee’s schedule

Facilities Committee -1:00 – 2:30 PM , 2<sup>nd</sup> Wednesday of each month

Safety Committee - 3:00 -4:30 PM, 2<sup>nd</sup> Wed. of each month

TRT – every other Tuesday from 10-12 Noon (Mike Campbell reported that TRT met according to student schedules and/or cc confer)

Professional Development – Meeting schedule for the Professional Development Committee will be determined in the fall. Vice President Marvin indicated the committee needs to know what students would care to participate. Students will submit to Vice President Marvin representative names for Professional Development Committee.

It was asked, “What do students get out of representation on the committees?” President Board shared that students participating on these committees get to see how college governance is discussed. It is a good learning experience, especially if the student is interested in political science, history, and business. And, the student gets to see how to work with consensus and how decisions are made. The student also gets to express their voice.

## **IX. Standing Committee Reports**

- a) Institutional Effectiveness Committee – no report
- b) Budget Development Committee – Gale Lebsock reported that two working days brought two changes to the budget, faculty salary increase to 4.4% increase equaling a \$23,000 increase to General Restricted budget and a 3.1 % increase to



the Fringe Benefits Cap, amounting to approximately \$36,000, with an additional increase to the General Restricted budget of approximately \$59,000 - \$60,000. A CPI West increase, plus two numbers factored into labor projections for next year. San Mateo will not be receiving their basic aid to the college amounting to \$50 million being added to the other community colleges in California.

Jill indicated that based on Future by Design work completed, it did not take into consideration Gale's report on the 2012-2013 budget.

**X. Future Meeting Dates**

a) Next Meeting – May 10, 2012

b) **Schedule**

~~October 20, 2011~~

~~November 3, 2011~~

~~December 8, 2011~~

~~January 26, 2012~~

~~February 23, 2012~~

~~March 29, 2012~~

~~April 26, 2012~~

May 10, 2012

June 7, 2012

**XI. Announcements**

**XII. Future Agenda Items and Review of Action Items of Current Meeting**

- Academic Senate approved budget Allocation Process (M. Crow) September 12, 2012
- Understand How Distance Education and its Coordination

**XIII. Adjournment**

The meeting adjourned at 4:02 PM.

