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 Taggert 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 the2013-14 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. Taggert 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

- 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

Bakersfield College
Cerro Coso Community College
Porterville College

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. Taggert 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 sould 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. Taggert 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 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 Taggert

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) <u>Posting Policy</u> (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 3rd 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.

<u>Information Technology Strategic Plan</u> (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) <u>Distribution List and Appropriate Use</u> (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) <u>Program Reviews (Library Program)</u> – 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) <u>May 10, 2012 – 2-4:00 and 4 :15– 5 PM</u> – 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 (1ˢᵗ) and third (3ʳᵈ) 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 , 2ⁿᵈ Wednesday of each month

Safety Committee -   3:00 -4:30 PM, 2ⁿᵈ 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

Bakersfield College
Cerro Coso Community College
Porterville College

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.

KCCD
KERN COMMUNITY COLLEGE DISTRICT

Bakersfield College
Cerro Coso Community College
Porterville College