

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

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

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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"> • <u>Small Scheduled Maintenance (SM) Projects (John)</u> 		
<ul style="list-style-type: none"> • <u>Website Redesign (Cory Ratliff)</u> 		
<ul style="list-style-type: none"> • <u>Budget and Senate Bill #361 Update</u> 		
<ul style="list-style-type: none"> • <u>Participatory Governance Document</u> 		
<ul style="list-style-type: none"> • <u>District and Cerro Coso Strategic Plans</u> 		
<p>3. Other</p>		

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

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

AGENDA	DISCUSSION CONTENT	FOLLOW UP
<p>1. Call to Order: 1:50 PM</p>	<p>Present: 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>Absent: Maris Wagener, Mary Peoples</p>
<p>2. Agenda Items</p> <ul style="list-style-type: none"> • <u>Annual Calendar of Meetings</u> (All) <ul style="list-style-type: none"> ○ Meeting Dates Identified Spring Semester <ul style="list-style-type: none"> * <i>Sept. 28, 2006-changed</i> * <i>Oct. 26, 2006-changed</i> * <i>Nov. 9, 2006-changed</i> * <i>Dec. 14, 2006-time change</i> 	<p>Due to meeting conflicts, College Council representatives decided to revise the College Council's meeting's dates& times. The October 26th meeting will have a location change.</p> <p><u>Meeting Changes</u> 12-Oct-06 2-4 PM 214d 24-Oct-06 2-4 PM LRC 604 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 26th College Council meeting in LRC 604. Video conferencing will be available for site representatives if needed.</p>
<ul style="list-style-type: none"> • <u>Membership</u> <ul style="list-style-type: none"> ○ What Groups are represented? ○ Should faculty Director of I.T. position be replaced for the semester? 	<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"> • <u>Organization of the Council and Brown Act Implications:</u> 	<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"> • <u>Sub-Committee Proposal Facilities:</u> President, VP Student Learning, Director M&O, Facilities Planning, 3 Classified Staff, 3 Faculty, At least one member from ESCC 	<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><u>Budget:</u> 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 <u>Facilities Committee</u> will consist of: President, Vice President, Student Learning, Director of M&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 <u>Budget Development Committee</u> 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"> • <u>Small Scheduled Maintenance (SM) Projects (John)</u> 	<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"> • <u>Website Redesign (Cory Ratliff)</u> 	<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"> • <u>Budget and Senate Bill #361 Update</u> 	<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"> • <u>Participatory Governance Document</u> 	<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"> • <u>District and Cerro Coso Strategic Plans</u> 	<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 KCCD Strategic Plan.</p>	<p>A Standing Committee will be formed to address the Cerro Coso Community College Strategic Plan to align it with the KCCD 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>Other</p> <ul style="list-style-type: none"> • Construction Update @ 2:30 PM <ul style="list-style-type: none"> ○ Chris Addington via Video 	<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

September 14, 2006

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<ul style="list-style-type: none">• Career Focus	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">• <u>Format Changes</u>	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.
4. Next Meeting	The next meeting is scheduled for October 12, 2006, at 2:00 PM in the Administrative Conference Room 214d.	
5. Adjournment	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"> • Shared Governance Model (Retterer) • Length of Service Pins (Couch) 		
<ul style="list-style-type: none"> • Sub Committees (Retterer) <ul style="list-style-type: none"> ○ <u>Facilities</u> <ul style="list-style-type: none"> ▪ President ▪ Vice President of Student Learning ▪ Director of Maintenance & Operations ▪ Director of Public Information and Facilities Planning ▪ Director of Eastern Sierra College Center ▪ Two Faculty Members ▪ Two Staff Members ▪ Two Students ▪ Individuals from specific areas maybe invited if discussion pertains to their areas. <ul style="list-style-type: none"> • <u>Example:</u> discussion of the renovation of the science labs would include science faculty. 	<p><u>Facilities</u></p> <ol style="list-style-type: none"> 1. President - <i>Mary E. Retterer</i> 2. VP of SL – <i>Jane Harmon</i> 3. Director of M&O – <i>John Daly</i> 4. Director of PIO – <i>Joann Handeland</i> 5. Director of ESCC – TBD 6. Faculty 7. Faculty 8. Classified Staff – <i>Jim Kenney</i> 9. Classified Staff – <i>Mark Lathrop</i> 10. Student 11. Student 12. Special Interest Representative/s 	
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<ul style="list-style-type: none"> • <u>Budget Development</u> <ul style="list-style-type: none"> ○ President ○ Vice President of Student Learning ○ Vice President of Student Services ○ College Business Officer ○ Director of One of the Centers ○ Two Faculty Members ○ Two Classified Staff ○ Two Students ○ Individuals from specific areas may be invited if discussion pertains to their area. <ul style="list-style-type: none"> ▪ <u>Example:</u> discussion of issues regarding the Kern River Valley Center would include the Director of that Center. <p style="text-align: center;">***</p> • <u>Professional Development</u> <ul style="list-style-type: none"> ○ <i>Three Faculty Members</i> ○ <i>Three Classified Members</i> ○ <i>Three Managers</i> <ul style="list-style-type: none"> ▪ <i>Membership was not defined in the previous document. This is just a starting point.</i> <p style="text-align: center;">***</p> • <u>Master Plan</u> <ul style="list-style-type: none"> ○ Membership ? 	<p><u>Budget Development</u></p> <ol style="list-style-type: none"> 1. President – <i>Mary E. Retterer</i> 2. VP of SL – <i>Jane Harmon</i> 3. VP of SS – <i>Jill Board</i> 4. College Business Officer – <i>Gale Lebsock</i> 5. Director of One of the Centers – 6. Faculty Member – 7. Faculty Member – 8. Classified Staff – <i>Kathy Salisbury</i> 9. Classified Staff – 10. Student 11. Student 12. Special Interest Representative/s <p style="text-align: center;">***</p> <p><u>Professional Development</u></p> <ol style="list-style-type: none"> 1. Faculty 2. Faculty 3. Faculty 4. Classified Staff 5. Classified Staff 6. Classified Staff 7. Manager 8. Manager 9. Manager <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">• Flex Coordinator for Faculty	Flex Coordinator for Faculty – Lisa Fuller	
3. Information <ul style="list-style-type: none">• Classified Hiring Process (Couch)		
<ul style="list-style-type: none">• Update on ESCC Director (Retterer)		
4. Other <ul style="list-style-type: none">• Announcements		
5. Next Meeting <ul style="list-style-type: none">• Tuesday, October 24, 2006, 2:00 PM, LRC 604		
5. Adjournment		

**College Council
Meeting Minutes
October 12, 2006**

Administrative Conference Room

AGENDA	DISCUSSION CONTENT	FOLLOW UP
1. Call to Order- 2:10 PM	Present: 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)	Absent: Lisa Fuller, Jill Board, Lisa Couch, Maris Wagener, Karen O'Connor
2. Agenda Items <ul style="list-style-type: none"> • <u>Participatory Governance Model</u> (Retterer) 	<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"> • <u>Length of Service Pins</u> (Couch) 	<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"> • <u>Sub Committees</u> (Retterer) John Daly is being removed from College Council, due to overstaffing of administrators on the Council. ○ <u>Facilities</u> <ul style="list-style-type: none"> ▪ President ▪ Vice President of Student Learning ▪ Director of Maintenance & Operations ▪ Director of Public Information and Facilities Planning ▪ Director of Eastern Sierra College Center ▪ Two Faculty Members ▪ Two Staff Members ▪ Two Students ▪ Individuals from specific areas maybe invited if discussion pertains to their areas. • <u>Example</u>: discussion of the renovation of the science labs would include science faculty. <p style="text-align: center;">***</p> <ul style="list-style-type: none"> • <u>Budget Development</u> <ul style="list-style-type: none"> ○ President ○ Vice President of Student Learning 	<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"> 1. President - <i>Mary E. Retterer</i> 2. VP of SL – <i>Jane Harmon</i> 3. Director of M&O – <i>John Daly</i> 4. Director of PIO – <i>Joann Handeland</i> 5. Director of ESCC – <i>Deanna Campbell</i> 6. Faculty - <i>Dick Benson</i> 7. Faculty – <i>Steve Busby</i> 8. Classified Staff – <i>Jim Kenney</i> 9. Classified Staff – <i>Mark Lathrop</i> 10. Student 11. Student 12. Special Interest Representative/s <p style="text-align: center;">***</p> <p><u>Budget Development</u></p> <ol style="list-style-type: none"> 1. President – <i>Mary E. Retterer</i> 2. VP of SL – <i>Jane Harmon</i> 3. VP of SS – <i>Jill Board</i> 	<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">o Vice President of Student Serviceso College Business Officero Director of One of the Centerso Two Faculty Memberso Two Classified Staffo Two Studentso Individuals from specific areas may be invited if discussion pertains to their area. <ul style="list-style-type: none">▪ <u>Example:</u> discussion of issues regarding the Kern River Valley Center would include the Director of that Center. <p style="text-align: center;">***</p> <ul style="list-style-type: none">• <u>Professional Development</u><ul style="list-style-type: none">o <i>Three Faculty Members</i>o <i>Three Classified Members</i>o <i>Three Managers</i><ul style="list-style-type: none">▪ <i>Membership was not defined in the previous document. This is just a starting point.</i> <p style="text-align: center;">***</p> <ul style="list-style-type: none">• <u>Master Plan</u><ul style="list-style-type: none">o Membership ?	<ol style="list-style-type: none">4. College Business Officer – <i>Gale Lebsock</i>5. Director of One of the Centers –6. Faculty Member – Dick Benson7. Faculty Member – Corey Marvin8. Faculty Member – Mary O’Neal9. Classified Staff – Kathy Salisbury10. Classified Staff – Tammy Eberhardt11. Classified – Cori Ratliff12. Student – Valerie McLaughlin (butterfly_rose@yahoo.com)13. Student – Joshua Montemayor (joshmartinmont@gmail.com)14. Special Interest Representative/s <p style="text-align: center;">***</p> <p><u>Professional Development</u></p> <ol style="list-style-type: none">1. Faculty – Penny Talley2. Faculty – Bonita Robison3. Faculty4. Classified Staff -5. Classified Staff -6. Classified Staff7. Manager – Mary Retterer8. Manager -9. Manager - <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">• Flex Coordinator for Faculty	Flex Coordinator for Faculty – Lisa Fuller	Item postponed.
<ul style="list-style-type: none">• Classified Screening Process	<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>2nd 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"> • Update on ESCC Director 	<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>4. Other</p> <ul style="list-style-type: none"> • Announcements • <u>Request for One-time Funds</u> • <u>General Purpose Block Grants</u> • <u>College wide Calendar</u> (Ratliff) • <u>Student Activities</u> (Moline) • <u>College Council Membership</u> 	<ul style="list-style-type: none"> • Mary Peoples resigned from College Council due to health issues. • Spring schedule went to the printer. <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.	
5. Next Meeting <ul style="list-style-type: none">• Tuesday, October 24, 2006, 2:00 PM	LRC Room 604	
5. Adjournment	The meeting adjourned at 4:03 PM	

**College Council
Meeting Minutes
11-December-2006
LRC 214D**

AGENDA	DISCUSSION CONTENT	FOLLOW UP
1. Call to Order- 2:07PM	Present: Lisa Fuller, Mike Barrett, : Jane Harmon, Gale Lebsock, Jan Moline, Valerie Karnes, Cori Ratliff, Ted Hagle and Isabel De La Rosa (Student Reps), Karen O'Connor, Mary Retterer, Shannon Bliss, Kathy Salisbury, Jill Board, Gayle Whitlock	Absent: Mary O'Neal, Maris Wagener
<ul style="list-style-type: none"> • <u>Meeting Minutes</u> 	November 27, 2006	
2. Agenda Items <u>Discussion Items</u> <ul style="list-style-type: none"> • <u>One Time Funding Requests – non facility</u> 	<p>A copy of the one-time fund requests was distributed for review and the following items were identified for purchase approval.</p> <p>The Council reviewed the list and identified items for purchase approval from General Purpose Block Grant Funds. Other items were identified funded through other funding sources. The following list indicates purchase approvals from the General Purpose Block Grant Fund.</p> <ul style="list-style-type: none"> • Color Copier for the Print Shop - \$11,724.00 • 5 Computers for LAC - \$10,000 • 2 Computers for LAC - \$4,000 • Website Content Management System (Portal System) - \$10,000 • Web Server Replacement - \$5,000 • Genie lift 24-36 ft. - \$12,125.42 • Tilt Trailer - \$7,873.44 • Tape Drive Backup System for Network - \$30,000 • 3 Servers, 3 Small Servers, Uninterruptable Power 	

	<p>Supply - \$28,900.00</p> <ul style="list-style-type: none"> • 1 Xerox Digital Copier with Maintenance Agreement - \$6,214.50 <p>The Council identified these items for approval purchase with the criteria of safety, legal and efficiency needs and closest to the students was a high priority.</p>	
<ul style="list-style-type: none"> • <u>Strategic Planning</u> (Mary Retterer) 	<ul style="list-style-type: none"> • The KCCD/CCCC Strategic Plan was distributed at a previous College Council meeting. New Members were forwarded the plans. • A process of aligning the Cerro Coso Community College Strategic Plan with the Kern Community College Districts' plan is underway. • 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 red, green, and blue. <ul style="list-style-type: none"> • Green = accreditation recommendation requirements • Red = duplicated • Blue = possibilities 	
<ul style="list-style-type: none"> • Service Pins 	<ul style="list-style-type: none"> • It was the consensus of the College Council to continue with the distribution of service pins. Currently, the distribution venue is identified as a potluck one week before graduation. However, the venue for dissemination is open for suggestion. 	<p>Dr. Retterer will work with Lisa Couch on logistics.</p>

<ul style="list-style-type: none">• <u>Meeting Dates Changes</u>	Due to conflicts, the below listed College Council meetings were either rescheduled, cancelled, or changed: <ul style="list-style-type: none">• April 12th meeting rescheduled to April 19, 2007• May 10th meeting rescheduled to May 17, 2007• January 25, 2007, meeting canceled	
<u>Information Items</u>		
4. Other <ul style="list-style-type: none">• Announcements		
5. Next Meeting <ul style="list-style-type: none">•	The next meeting is scheduled for February 8, 2007	
5. Adjournment	The meeting adjourned at 3:56 PM	

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

AGENDA	DISCUSSION CONTENT	FOLLOW UP
1. Call to Order- 2:30 PM	Present: 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 Guests: John Daly, Deanna Campbell, Joann Handeland	Absent : Jill Board, Isabel De La Rosa, Ted Higle, Kathy Salisbury,
<ul style="list-style-type: none"> • <u>Meeting Minutes</u> 	December 11, 2006	The December 11, 2006 meeting minutes distributed via email January 16, 2007 for review and feedback.
2. Agenda Items – Discussion Items		
<ul style="list-style-type: none"> • <u>Cerro Coso College “health,” says President</u> 	<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"> • <u>Accreditation Report (Mary Retterer)</u> 	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. Dr. Retterer explained the status of the accreditation	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"> • <u>Update on Building Security</u> (John Daly) <ul style="list-style-type: none"> • Update on Building Security • Emergency Procedures 	<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"> • Intrusion Alarm • Video Surveillance • Cameras • Motion Detectors • New Front Doors (ADA approved) <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"> • Small Projects • Old Elevator Repair 	<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"> • <u>Professional Development Committee</u> <ul style="list-style-type: none"> • Membership Confirmed • Please have Names Ready • Required Plan and Budget 	<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"> 1. Faculty – Penny Talley 2. Faculty – Bonita Robison 3. Faculty – Karen O'Connor 4. Classified Staff – Margaret Hunter 5. Classified Staff – Janet Wilson 6. Classified Staff - 7. Manager – Dave Cornell 8. Manager – Lisa Couch 9. Manager <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"> • <u>Sabbatical Application(s)</u> 	<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"> • <u>Career Focus Magazine – Marketing Effort</u> (Joann Handeland) 	<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"> • The District and College implemented a new and innovative marketing piece. • 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. • Demonstrated working towards greater quality and consistency among the Colleges for recruitment materials. • 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. <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"> • <u>Budget Allocation Task Force Report</u> 	<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 Mary O'Neal, representing the KCCCD Faculty as a CCA rep.</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"> • <u>Hiring Proposal for IT Area</u> <ul style="list-style-type: none"> • Director • Instructional Assistants for ITV 	<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"> • <u>Educational Master Plan Report</u> 	<p>The Educational Master Plan (EMP) is slated for completion March 31, 2007.</p>	
<ul style="list-style-type: none"> • <u>Strategic Planning</u> <ul style="list-style-type: none"> • Develop Initiatives • Leadership for Work Groups • Initial Deadlines • Draft of New Mission, Vision, Values 	<ul style="list-style-type: none"> • The KCCD/CCCC Strategic Plan was distributed at a previous College Council meeting. New Members were forwarded the plans. • A process of aligning the Cerro Coso Community College Strategic Plan with the Kern Community College Districts' plan is underway. • 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 red, green, and blue. <ul style="list-style-type: none"> • Green = accreditation recommendation requirements • Red = duplicated 	<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"> • Blue = possibilities <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"> • <u>Fall and Summer Schedule Cover (Jane Harmon)</u> 	<p>Dr. Harmon presented to College Council the Fall and Summer schedule cover for viewing.</p>	
<ul style="list-style-type: none"> • <u>Meeting Dates Changes</u> 	<p>Due to conflicts, the below listed College Council meetings were either rescheduled, cancelled, or changed:</p> <ul style="list-style-type: none"> • April 12th meeting rescheduled to April 19, 2007 • May 10th meeting rescheduled to May 17, 2007 • January 25, 2007, meeting canceled 	
<p><u>Information Items</u></p>		
<p>4. Other</p>		

<ul style="list-style-type: none">• Announcements		
5. Next Meeting <ul style="list-style-type: none">•	The next meeting is scheduled for Thursday, February 22, 2007.	
5. Adjournment	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**

AGENDA	DISCUSSION CONTENT	FOLLOW UP
<p>1. Call to Order- 2:04 PM</p>	<p>Present: 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>Guest/s: John Daly</p>	<p>Absent: Yihfen Chen</p>
<ul style="list-style-type: none"> • <u>Meeting Minutes</u> 	<p>February 8, 2007</p> <ul style="list-style-type: none"> • The February 8, 2007, meeting minutes were reviewed and accepted with corrections. 	
<p>2. Agenda Items <u>Discussion Items</u></p> <ul style="list-style-type: none"> • <u>Facilities Update (John Daly)</u> 	<ul style="list-style-type: none"> • Security Project –held up for a month in bid process due to a protest. • Elevator – approved and ready to proceed, awaiting start date • Gym Room – approved and ready to proceed, awaiting start date • Smart Time System – which regulates sprinkler system, funded by the IWV Water District, will provide significant savings of water, awaiting start date 	

	<ul style="list-style-type: none"> • Primary Meter Project – 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. • Small Project Repairs – John reviewed the status of the small repair projects from the project matrix, identifying completed, in process, on hold, and prioritized projects. 	<p>John will update the Small Project Matrix and submit it to the College Council.</p>
<ul style="list-style-type: none"> • <u>Accreditation Issues</u> <ul style="list-style-type: none"> • Timeline • Approach 	<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"> • <u>Strategic Planning</u> 	<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"> • Create a one year plan for each center of operation. <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"> • <u>Mission/Vision/Values Statements</u> 	<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">• <u>Budget Development Committee</u>	<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>	

	Gale Lebsack will chair the committee and call the meetings.	
<ul style="list-style-type: none">• <u>Budget Allocation Model (Gale/Lisa)</u>	<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"> • <u>Occupational Education Faculty Chairs</u> (Lisa) 	<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"> • <u>Mission/Vision/Values Statements</u> 	<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><u>Information Items</u></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>4. Other</p> <ul style="list-style-type: none"> • Announcements 		
<p>5. Next Meeting</p> <ul style="list-style-type: none"> • Thursday, March 8, 2007, 2:00 PM 	<p>Location: Administrative Conference Rm.</p>	
<p>5. Adjournment</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

AGENDA	DISCUSSION CONTENT	FOLLOW UP
<p>1. Call to Order- 2:10 PM</p>	<p>Present: 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>Absent: Student Rep, Kathy Salisbury, Valerie Karnes</p>
<ul style="list-style-type: none"> • <u>Review of Agenda</u> 	<p>March 8, 2007</p> <ul style="list-style-type: none"> • Additional Items added to Agenda <ul style="list-style-type: none"> - Accreditation Planning Status - Mission, Vision Values Statement - Staffing Plan – do we have one and where is it? 	
<ul style="list-style-type: none"> • <u>Meeting Minutes</u> 	<p>February 22, 2007</p> <ul style="list-style-type: none"> • The February 22, 2007, meeting minutes were reviewed and accepted with corrections. 	
<p>2. Agenda Items</p> <p><u>Discussion Items</u></p> <ul style="list-style-type: none"> • Staff Development Funds 	<ul style="list-style-type: none"> • \$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 	<p>Action Item: 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>Action Item: Dr. Retterer will inquire into the carryover for Staff Development funds and inform College Council the results.</p>
<ul style="list-style-type: none"> • <u>Budget Update – Reserves</u> <ul style="list-style-type: none"> • Reserves Requirements • Budget Development Committee 	<ul style="list-style-type: none"> • 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. 	
<ul style="list-style-type: none"> • <u>Standing Committee Reports</u> <ul style="list-style-type: none"> • Budget Development Committee • Participatory Governance Model 	<ul style="list-style-type: none"> • An organizational meeting is in the planning process. • 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 	<p>Action Item: Gale Lebsock is planning the first meeting of the Budget Development Committee.</p> <p>Action Item: Jan Moline will call the first meeting of the Participatory Governance Model Committee.</p> <p>Action Item: The first Participatory</p>

	<p>Accrediting Commission's recommendations.</p>	
<ul style="list-style-type: none"> • <u>Staffing Plan</u> <ul style="list-style-type: none"> • Do we have a staffing plan? • If so, where is it? • Lisa Couch-Change of Assignment 	<ul style="list-style-type: none"> • 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. 	<p>Action Item: 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.</p>
<p><u>Information Items</u></p> <ul style="list-style-type: none"> • <u>FTES Update</u> (Mike Barrett) <ul style="list-style-type: none"> • Can we get a report on our FTES for this semester by campus? • How does our current FTES affect our budget? • 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? • Are we planning on an advertising campaign for the summer semester also? • Is there anything classified and faculty can do to further promote our college? 	<p>It is the District's decision to place the FTES where we can receive the best results. The District needs to grow 6.45% to regain its loss from the previous reduction (from 04-05) in FTES. As a District, we need to increase about 4% over 05-06 FTES 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 regaining all FTES lost since 04-05.</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">• Did Lisa Couch get a new job or is she still with Human Resources? • <u>Child Development MOU Faculty Director</u> (Mary O'Neal) • <u>Update IT Direction</u>	<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>Action Item: <i>Dr. Retterer will actively pursue the position for Cerro Coso.</i></p>
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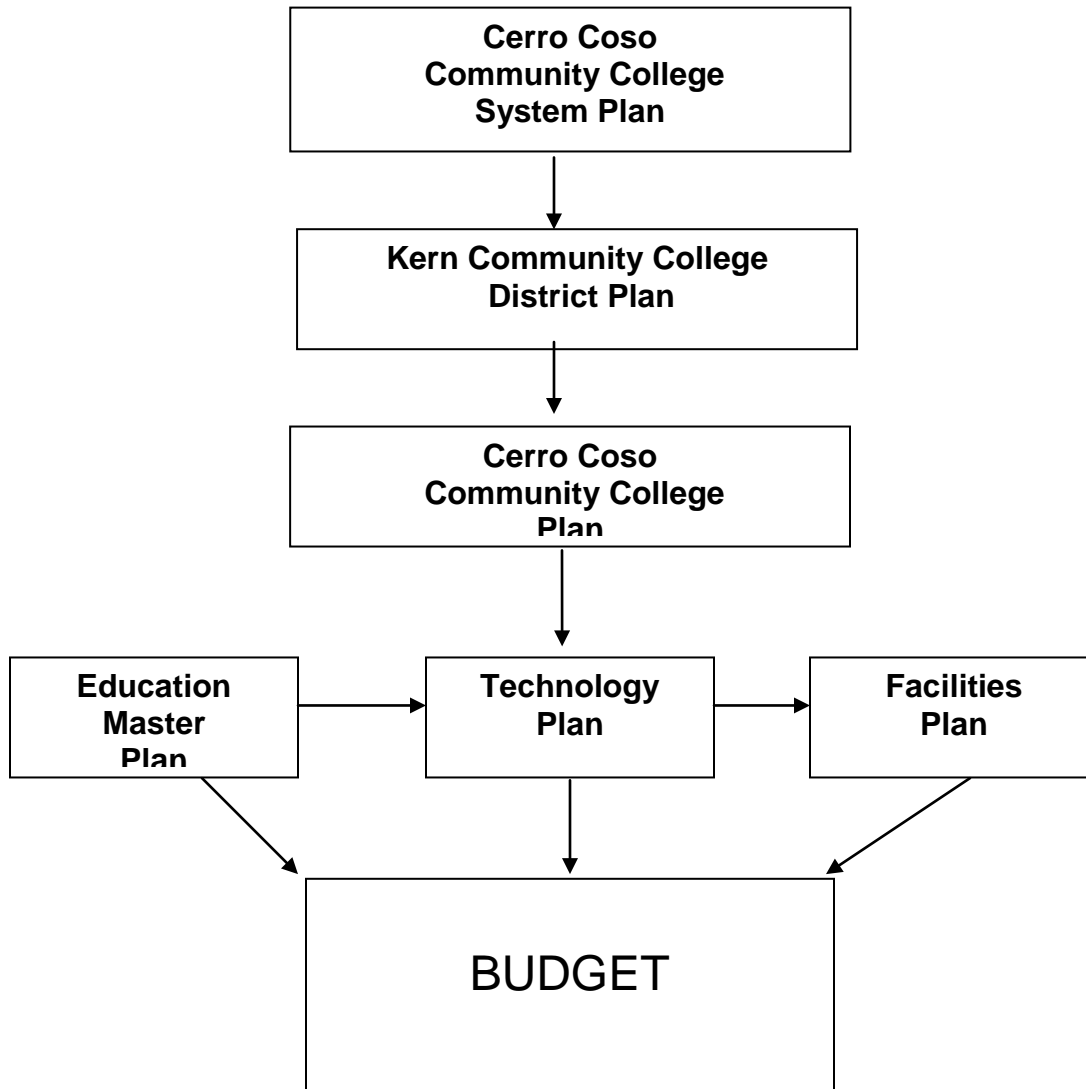
	Sunguard's Assessment is completed, approximately the end of March. Cerro Coso will proceed with filling the Network Technician position, soon to be vacated by Chris Harper.	
3. Other		
<ul style="list-style-type: none">• Announcements		
4. Next Meeting		
<ul style="list-style-type: none">• Thursday, March 29, 2007, 2:00 PM	Location: Administrative Conference Rm. 214D	The March 22, 2007, College Council meeting date was rescheduled to March 29, 2007 .
5. Adjournment	The meeting adjourned at 4:04 PM	

Summary
Strategic Planning Committee Meeting
March 23, 2007

The Strategic Planning Committee, consisting of Mike Barrett, Deanna Campbell, Lisa Fuller, Jan Moline, and Mary Retterer met on March 23, 2007. Committee members were provided with the District Strategic Plan, the District's Implementation Plan, Cerro Coso Community College's Strategic Plan and the Transition Plan comparing the District's plan with Cerro Coso Community College's Strategic plan.

The Committee's mission is to realign the Cerro Coso Strategic Plan so that it works with the Kern Community College District's Strategic Plan. Cerro Coso Community College's Strategic Plan will feed into direct action with the Educational Master Plan, the Technical Plan, and the Facilities Plan, which drives the budget.

The Flow Chart identifying the Process is listed below:



The Committee focused on realigning just the 6 Initiatives in the Transition Plan at this meeting. Following discussion the following 6 Initiations were identified for the Cerro Coso Community College Strategic Plan and they read as follows:

1. *Greater response to Community needs through educational opportunities, area workforce development and quality student services.*
2. *Improve service to under-prepared students and increase their success rates.*
3. *Seek opportunities to enhance the development and use of resources.*
4. *Build upon our culture of accountability, responsibility, and civility amongst all stakeholders.*
5. *Identify and implement principles of effective communication in support of our mission.*
6. *Recruit, retain and develop employees who uphold the Cerro Coso culture of excellence.*

- The Committee also discussed weaving Technology and Facilities into the 6 identified Initiatives.
- The next step is to identify the Primary Strategies.
- Meeting will consist of 2-hour timelines.
- 3 additional meetings will be required to complete the Committee's mission.
- Identify timelines, responsibilities, and activity overseer.

Action Item: Louise will schedule the next meeting with a 2-hour timeline.

Action Item: Committee Members will bring their calendar with them to the meeting to identify the following meetings.

Action Item: Dr. Retterer will restructure format, and bring it to the Committee for review.

The meeting adjourned at 11:45 AM.

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

Administrative Conference Room 214D

AGENDA	DISCUSSION CONTENT	FOLLOW UP
1. Call to Order- 2:10 PM	Present: 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	Absent: Valerie Karnes, Jan Moline, Student Rep, Kathy Salisbury, Maris Wagener
• <u>Review of Agenda</u>	March 29, 2007 <ul style="list-style-type: none"> • Additional Items added to Agenda <ul style="list-style-type: none"> • Administrative Title Changes • Vocational Education Faculty Chairs Reinstatement 	
• <u>Meeting Minutes</u>	March 8, 2007 <ul style="list-style-type: none"> • Meeting minutes sent via email for feedback. 	
2. Agenda Items <u>Discussion Items</u> <ul style="list-style-type: none"> • Full Time Faculty for Business and Information Technology (O'Connor) • Faculty Positions to be Hired by Cerro Coso and Timeline 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Ms. O'Connor was directed to submit her full time faculty request for Business and Information Technology to her faculty chair.

	<p>justice?</p> <ul style="list-style-type: none"> The District determined that Cerro Coso is slated to replace the following faculty positions <ul style="list-style-type: none"> 1 Semester Temporary Counselor 1 Semester Temporary Math 1 Full Time Psychology 	
<p><u>Information Items</u></p> <ul style="list-style-type: none"> Staff Hiring Process 	<ul style="list-style-type: none"> 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. Suggested Changes include: <div data-bbox="884 1065 1314 1235" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> Screening committee chair conducts reference checks on those individuals being recommended in compliance with Human Resources Operational Guidelines. </div> <p style="text-align: center;">and</p> 	<p>Action Item: <i>The identified changes to the Classified Position Screening Committee Process flow chart will be forwarded to Lisa Couch for revision.</i></p>

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"> • Strategic Planning • Technology Resources Team (TRT) (Ratliff) 	<p>replace those areas moving or being remodeled in lieu of 30 year carpet.</p> <ul style="list-style-type: none"> • The Strategic Planning committee is moving on, with another meeting scheduled for March 30, 2007. • The TRT recommended to the Academic Senate and passed, to hire an Information Technology, Director. • 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. 	
<p>3. Other</p> <ul style="list-style-type: none"> • Announcements 		
<p>4. Next Meeting</p> <ul style="list-style-type: none"> • Thursday, April 19, 2007, 2:00 PM 	<p>Location: Administrative Conference Rm. 214D</p>	
<p>5. Adjournment</p>	<p>The meeting adjourned at 3:48 PM</p>	

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

The Distance Learning 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 – no report

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:

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IX. Future Agenda Items

X. Adjournment

Recorded by: Louise Farmer

Meeting Minutes Approved: