



# Minutes DRAFT

**Committee Name: College Council**

**Date: March 21, 2024**

**Time: 2:00 pm – 4:00 pm**

**Location: MB 318 & Zoom**

**Attendees: President Hancock, Yvonne Mills, Mike Campbell, Chad Houck, Sarah King, Tyson Huffman, Kevin King, Rene Mora, Kim Blackwell, Cody Pauxtis, Corey Marvin, Fatima Chavez Gomez**

**Absent: Heather Ostash, Denise Allen, Tanner Barnett, Lisa Stephens, Melissa Bowen**

**Guest: Kelly Potten**

**1. Call to Order – 2:08 pm**

**2. Purpose of the 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.

**3. Approval of Minutes and Action Items**

**1. The USDA Distance learning telemedicine grant is due and will be shared with Office of Instruction. Completed.**

Minutes approved.

**4. Approval of Agenda**

Agenda approved.

**5. Constituency Reports**

**5.1 Academic Senate – Yvonne Mills**

- The workforce experience group is putting together a plan and wanted feedback from faculty. Many questions were raised due to the history of the courses failing in the past so the faculty are perplexed as to who would benefit from resurrecting this program.
- PedTech is working on revision for academic honesty to help combat AI use.



# Minutes DRAFT

- The POCR Committee will be incorporated as a senate committee.
- Exec elections will take place April 4.
- The Dual Enrollment Evaluation Task Force has come up with an evaluation process for instructors.

## 5.2 Classified Senate – Kelly Potten for Denise Allen

- Senate has been busy organizing mini events for classified engagement. The next event will be National Goof Off Day on April 22<sup>nd</sup>.
- Brainstorming fundraisers are underway.

## 5.3 Student Government – Fatima Chavez Gomez

- March in March was attended with Region V having the greatest number of students in attendance.
- Legislative visits took place, with the visits being shared on social media. Pell grant, Brown Act, and Cal Fresh were topics discussed with legislators.
- Nerd Culture Club's new advisor is Jewell Ludwigsens.
- Elections for the board are taking place in April.
- Faculty have been identified for the April Coyote Chat
- General Assembly is April 4-7. Six resolutions will be reviewed.
- Fatima will be participating as a panelist as an Undocumented Student during the General Assembly.

## 5.4 Consultation Council – President Hancock/Yvonne Mills

No report.

## 5.5 Community College Association (CCA) – Sarah King

- Grade Changes – EW grade was applied for by a student at one of the other Colleges. Prior to the faculty member being able to change the grade, one of the VP's stepped in and had A&R change the grade. There was discussion regarding and it was determined that it was not a contract issue and would be something that should be addressed through Academic Senate.
- The catalog language for withdrawals needs to be fixed to match Ed Code. Rene Mora will share the withdrawal form and it will be added to the SharePoint.



# Minutes DRAFT

## 5.6 California School Employee Association (CSEA) – Tanner Barnett

- No report.

## 6. Reporting Committees

### 6.1 Facilities – Cody Pauxtis.

The PowerPoint slide was presented. See College Council SharePoint folder for information. The Facilities Committee was provided an update on space allocation at IWV and the same presentation is being provided to College Council. An updated PowerPoint will be added to the SharePoint.

### 6.2 Safety & Security – Kevin King

The PowerPoint slide was presented. See College Council SharePoint folder for information.

It was recommended that we have standard messaging to students for campus closures. We will not mandate that faculty or students must use Zoom for the classes during the closure, but that faculty will decide what will be done for their individual classes.

**Action Item: Kevin King will provide standard messaging for campus closures.**

### 6.3 Technology Resource Team (TRT) – Mike Campbell

The PowerPoint slide was presented. See College Council SharePoint folder for information.

### 6.4 Student Equity and Achievement Committee (SEAC) – Heather Ostash

The part-time student survey was discussed. It was shared that our student population is comprised of 75% part time students. The results from the survey will give the committee insight into why students choose part-time. Family needs were high on the list as well as work commitments. There were 200 student responses, with 80% indicating they would be happy to answer further questions regarding being a part-time student. A First Gen survey will be conducted as well.

### 6.5 Incarcerated Students Education Program (ISEP) – Corey Marvin

The PowerPoint slide was presented. See College Council SharePoint folder for information.



# Minutes DRAFT

## 7. Associate Committees

### 7.1 Budget Development – Chad Houck – *Title V, Sec. 53200:C.10*

The PowerPoint slide was presented. See College Council SharePoint folder for information.

#### 7.1.a District Wide Budget Development Committee *Title V, Sec. 53200:C.10*

The PowerPoint slide was presented. See College Council SharePoint folder for information.

### 7.2 Institutional Effectiveness Committee (IEC) – Corey Marvin *Title V, Sec. 53200:C.10*

Has not met.

### 7.3 Professional Development – Corey Marvin *Title V, Sec. 53200:C.8*

The PowerPoint slide was presented. See College Council SharePoint folder for information.

### 7.4 Accreditation – Corey Marvin *Title V, Sec. 53200:C.7*

The PowerPoint slide was presented. See College Council SharePoint folder for information.

### 7.5 Enrollment Management – Corey Marvin

No report. The committee is being pulled together now.

## 8. Task Force Updates

### 8.1 Participatory Governance Model Task Force Update– President Hancock & Yvonne Mills

The task force continues its work and they are getting close to a final draft. A tri-chair model was discussed for the Professional Development Committee. It was shared that the committee previously had three chairs, but they were unable to get a classified volunteer once the previous member left the committee.

## 9. Discussion Items

### 9.1 Enrollment Fraud – Corey Marvin for Heather Ostash

ID.Me update was provided and they currently have a 31% opt in rate, with 70% of students going into the holding bin and then the students must be



# Minutes DRAFT

verified by A&R. ID.Me was built to not verify anyone under 18, so the fraudsters have identified this vulnerability so they are going into the enrollment pools. They are using emancipated minors or no longer in high school. The DO is creating its own algorithm to identify fraud, and there has been some success. The next step is to turn this on so that a hold will be placed on the fraud students, so they are not able to enroll in classes even though they've gotten through CCCApply.

KCCD has been experimenting with Bank Mobile and Nexus Lexus to determine if it will help us identify fraud, but we haven't found either program to be effective. Heather Ostash and Corey Marvin will do another lunch and learn in April regarding what faculty can and cannot do to drop students they suspect of fraud.

## 10. Grant Status Updates

### 10.1 Grant Status Update

The Sierra K-16 Grant obligations are being reviewed now with the help of ESCC and DO Grant people. A workplan will be developed to meet our obligations that are centered around student support with data tracking.

## 11. Legislative Updates

### 11.1 Legislative Updates

A review of the following legislative updates was provided:

1. SB 1388 Education finance: community colleges: general fund balance
2. SB 895 Community College Nursing
3. CCLC Advocacy
4. Affordable Housing
5. Cal Grant Reform
6. AB 247 School Facilities Bond
7. Gratitude, Flexibility

There is a continued push to support SB895 BSN Nursing.

SB1388 Community College General Fund Balance – The college reserve must not be more than 16.7%. Anything above that must be given to your non-management employees.

## 12. Staffing Update

### 12.1 Staffing Update (attachment)

The staffing update was shared with the group.



# Minutes DRAFT

## 13. President's Report

13.1 Suggestion Box Topics – No Items

13.2 Time Capsule

The time capsule will be on display and not buried with an opening date in 50 years. Please start thinking about what items need to go in it.

## 14. Miscellaneous

n/a

## 15. Review of Action Items

1. Kevin King will provide standard messaging for campus closures.

## 16. Future Agenda Items

16.1 Staffing Request Analysis

## 17. Future Meeting Dates

~~September 7, 2023~~

~~September 21, 2023~~

~~October 5, 2023~~

~~October 19, 2023~~

~~November 2, 2023~~

~~November 30, 2023~~

~~December 7, 2023~~

~~February 1, 2024~~

~~February 15, 2024~~

~~March 7, 2024~~

~~March 21, 2024~~

April 4, 2024

April 18, 2024

April 30, 2024

## 18. Adjournment – 4:14 pm

Meeting Chair: President Sean Hancock / Yvonne Mills

Recorder: Jennifer Curtis

# Space Allocation Planning: FY23/24

Cerro Coso Community College

Presented By: Cody Pauxtis  
Executive Director

Maintenance and Operations





# Summary of Issues

- Not enough offices for faculty growth
- Current Bookstore space is too large for new UGS vendor **(Completed)**
- MB145 has proven to be the wrong space for food products **(75% Complete)**
- Basic-Needs/Marketplace may need to be separated from Outreach **(95% Complete)**
- Not enough workspaces for non-faculty staff members
- We have unused/wasted spaces
- Spaces were designed 12 years ago for the needs of 12 years ago
- Allied Health Expansion
- District HR staffing increase





# Summary of Solutions

- Repurpose spaces with no or practically low usage
- Add walls and doors to convert spaces into offices
- This is contingent on fire sprinklers, HVAC, and architect feedback
- Several strategically planned remodels and furniture purchases. Domino effect.

The following is the ideas and data to support the proposed space realignment.



# Proposed Classroom Changes

## Proposed, Non-Lab Classrooms:

- East Wing: **204 seats Current / 228**

### **Proposed**

- 202, 204, 205, 207, 208 / 24 Students each
- 203, 206 / 54 students
- 210 **Becomes Allied Health (596sqft 6 desks)**

- LRC, **90 Seats current / 144 Seats**

- 604 / 54 Students (Currently IT Storage)
- 631 / 18 Students
- 709 / 37 Students
- 710 / 35 Students
- 722 / **Student Government**

• Main Building **100 current seat / 40 Seats proposed**

- 104 / 40 Students
- 350A “Fun Room” **Convert to office of instruction**

Currently Available student seats: **394**

**New Available student seats: 412**

# Current Non-Faculty Work Spaces



## - Main Bldg.

- 207: **Katie Backman**
- 204: Victoria Koiyan
- 206: Heather Ostash
- 208c: **Jessica Kawelmacher – Needs Office**
- 208a: Christine Small
- 218b: **Occupied**
- 219a: Rebecca Rock
- 224a: Micheal Chaing
- 224c: Nicole Griffin
- 225: Corey Marvin
- 216: **Henry Covarrubias(adjunct Counseling office) - Needs Office**
- 322: Sean Hancock
- 326: Laci Bayes
- 327a: Chad Houck
- 327b: Jeff Lenk
- 327c: Kim Metcalf
- 326: Betzabel Martinez

## - West Bridge

- 231: Lisa Couch
- 239: Kevin King
  
- **Need 2 Allied Health Director offices**
- **3 Allied Health workstations**
- **Basic Needs Coordinator**
- **3 Counseling offices occupied by others.**
- **Distance Ed. 2nd Classified**

**Anticipated need: 10 works spaces**

# Faculty Office Spaces



## Current Faculty Offices:

- GYM: 2 Offices. 3 Cubicles w/Sliders
- LRC: 1 / Dual Office, 11 Single
- Main Bldg.: 31 Offices, 1 Adjunct
- West Bridge: 6 Offices
- Fine Arts: 4 Offices
- Welding: 198a / 4 desks

62 Single Occupancy Offices  
1 Double Occupancy Office (LRC)  
1 Adjunct Space (rm328)

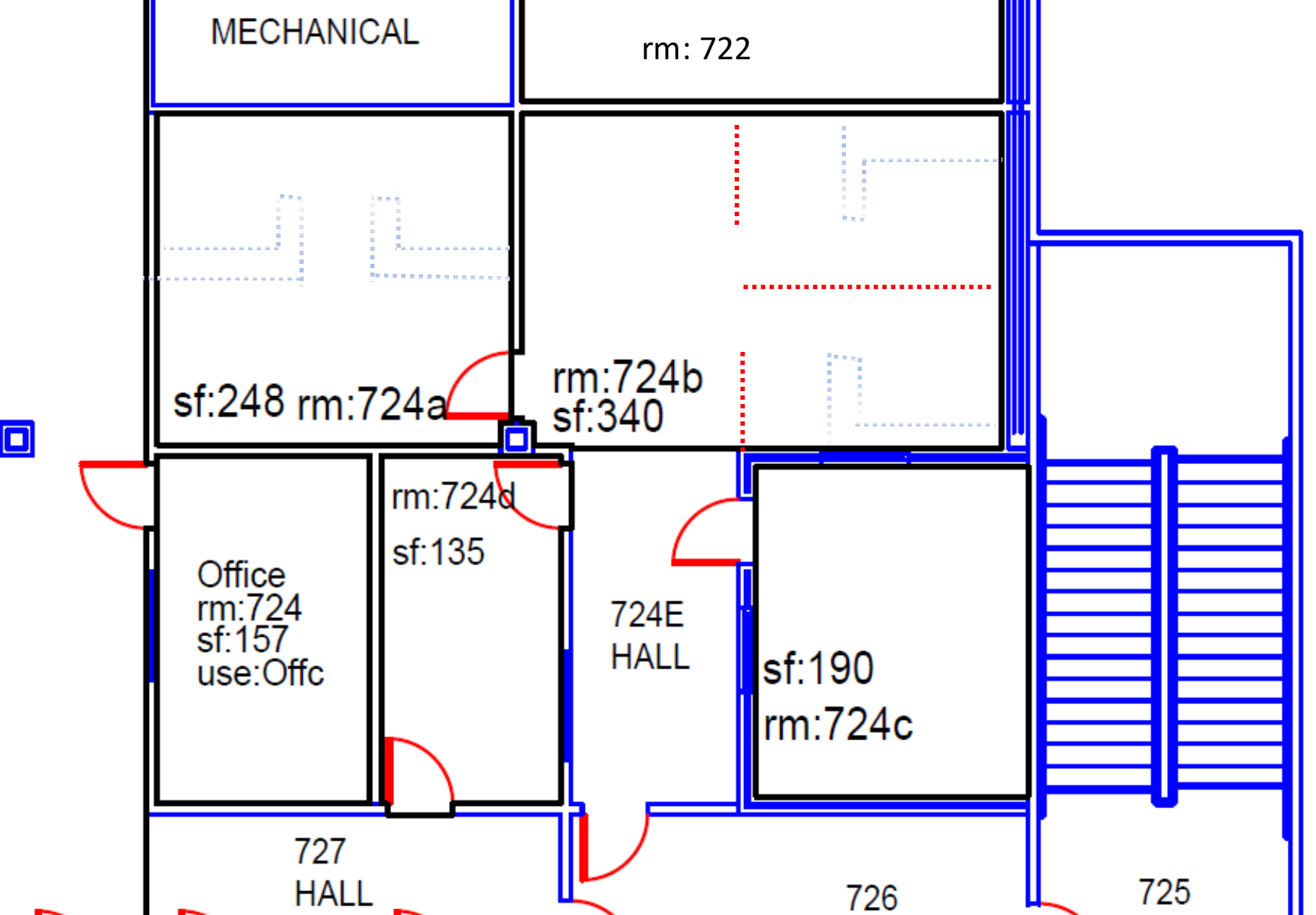
## Proposed Faculty Offices:

- LRC: **Add 724a Dual Occ., 724b (room for 3 cubicles), 724c, 724d**
- Main Bldg.: 31 Offices, 1 Adjunct
- West Bridge: 5 Offices
- Fine Arts: 4 Offices
- Welding: 198a / 4 desks
- **East wing 210 / 2 faculty / 4 classified.**

65 Single Occupancy Offices  
2 Double Occupancy Office (LRC)  
1 Double Occupancy Counseling(Main)  
2 Cubicles (room 724b)  
1 Adjunct Space (rm724c)



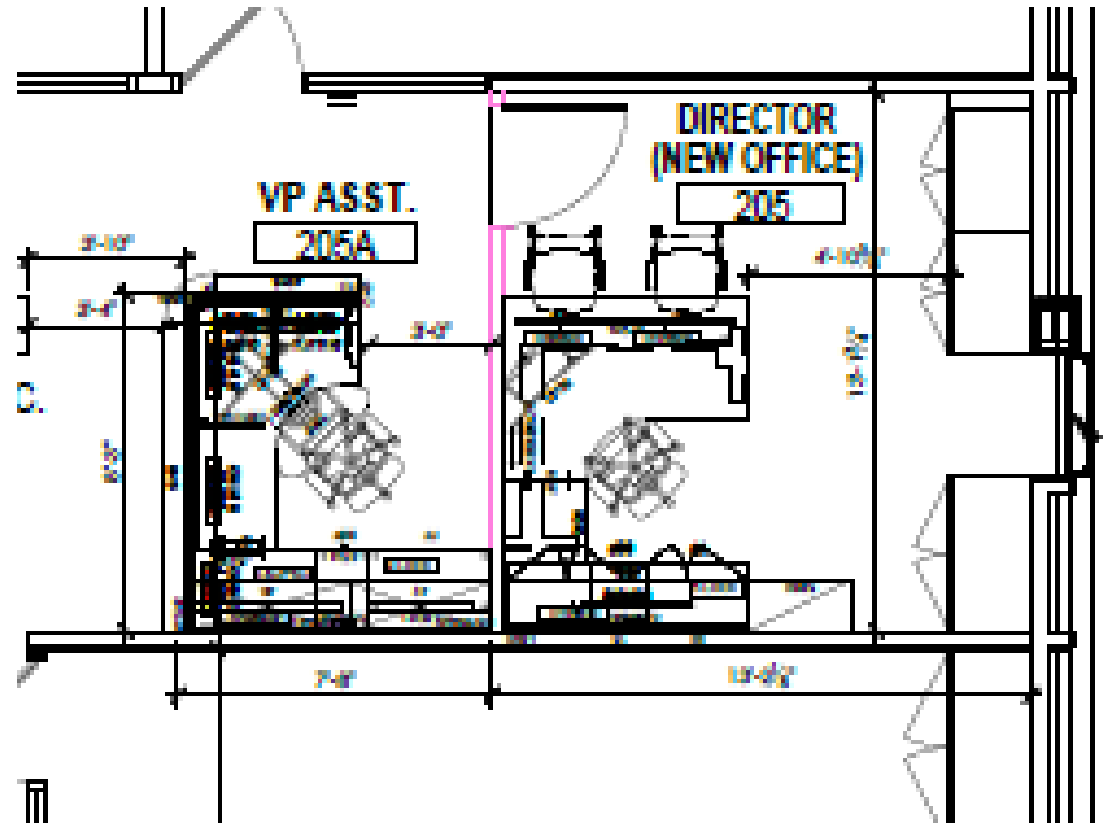
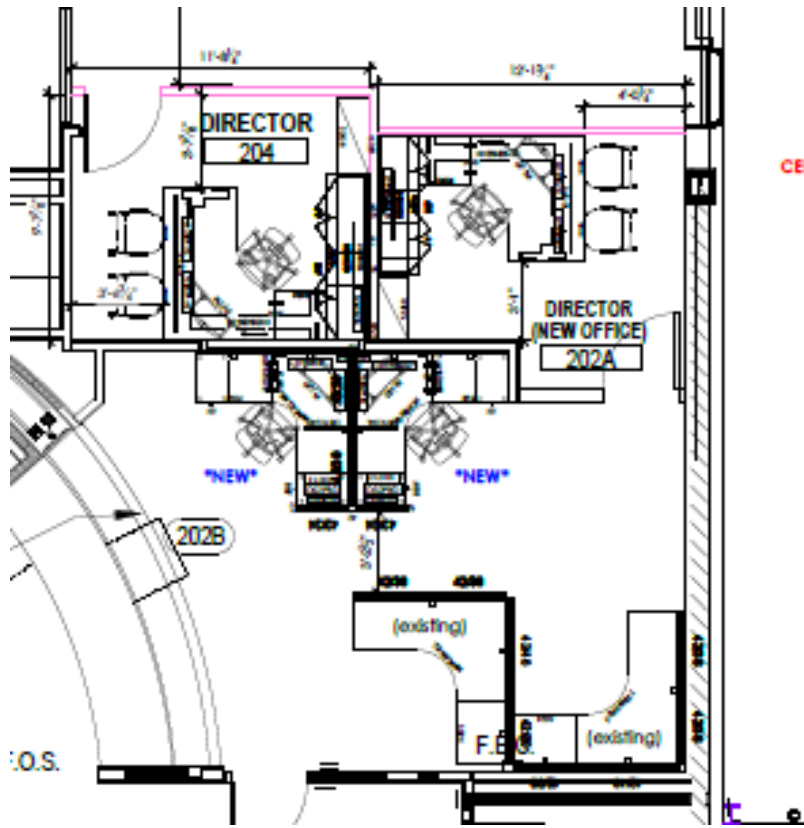
# LRC



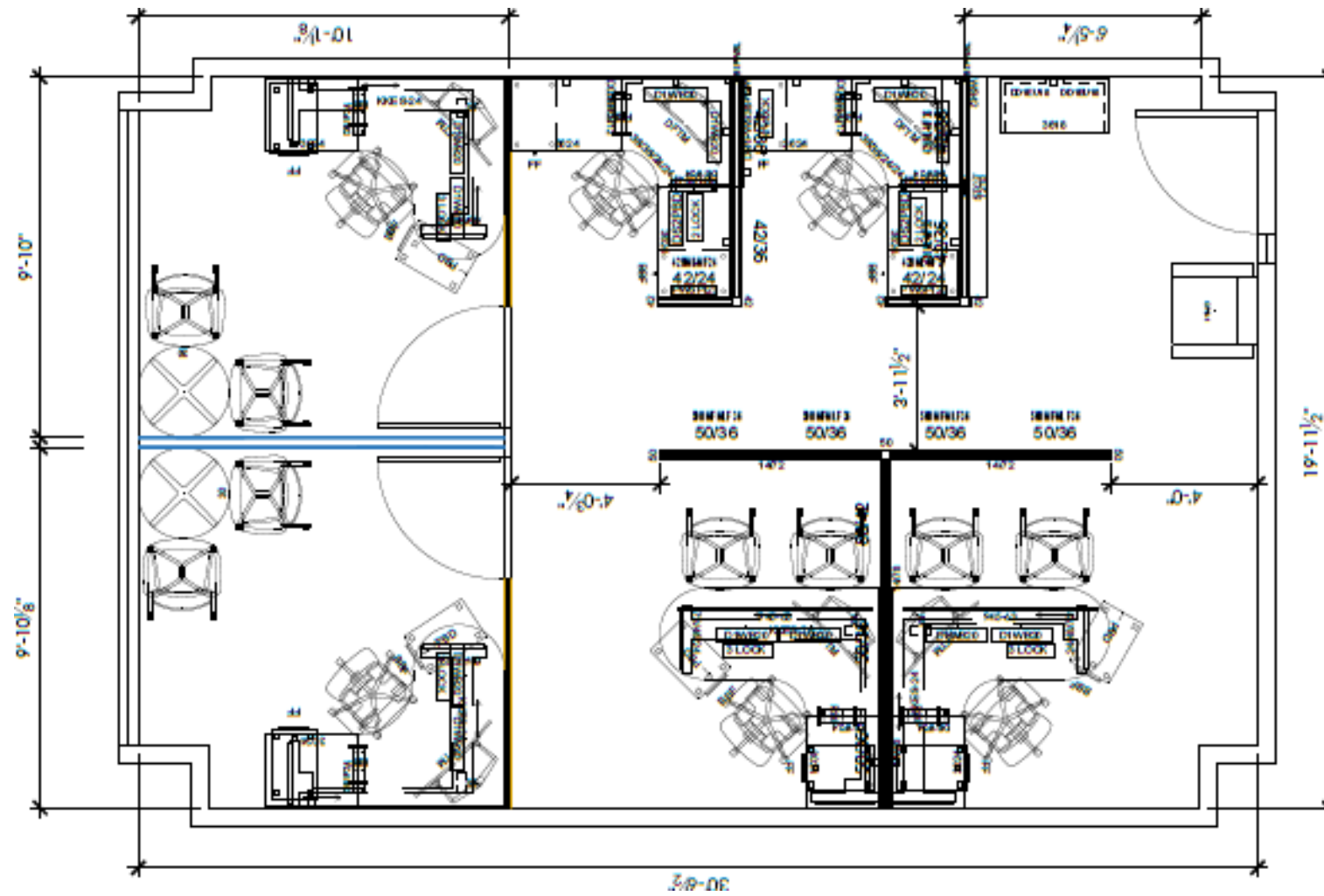
- 724a: This room is large enough for two faculty members. Recommend placing two faculty in this office that are not on campus.
- 724b: This open space can fit 2 cubicle offices; like what was installed in Tehachapi for faculty offices.
- 724c: Valerie Karnes
- 724d: This office is an awkward office. Suggest making this the adjunct office space.



Furniture style

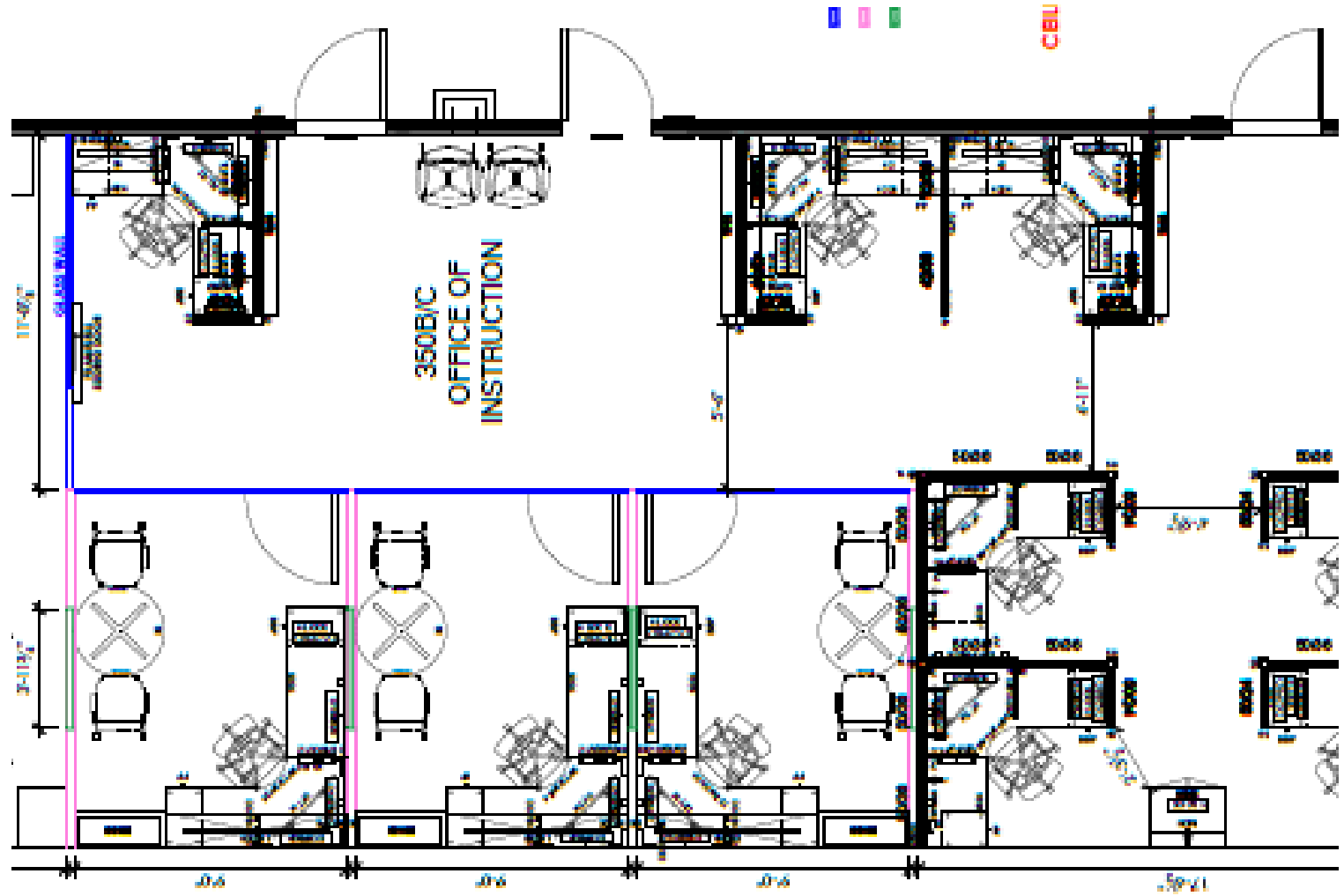


# Student Services

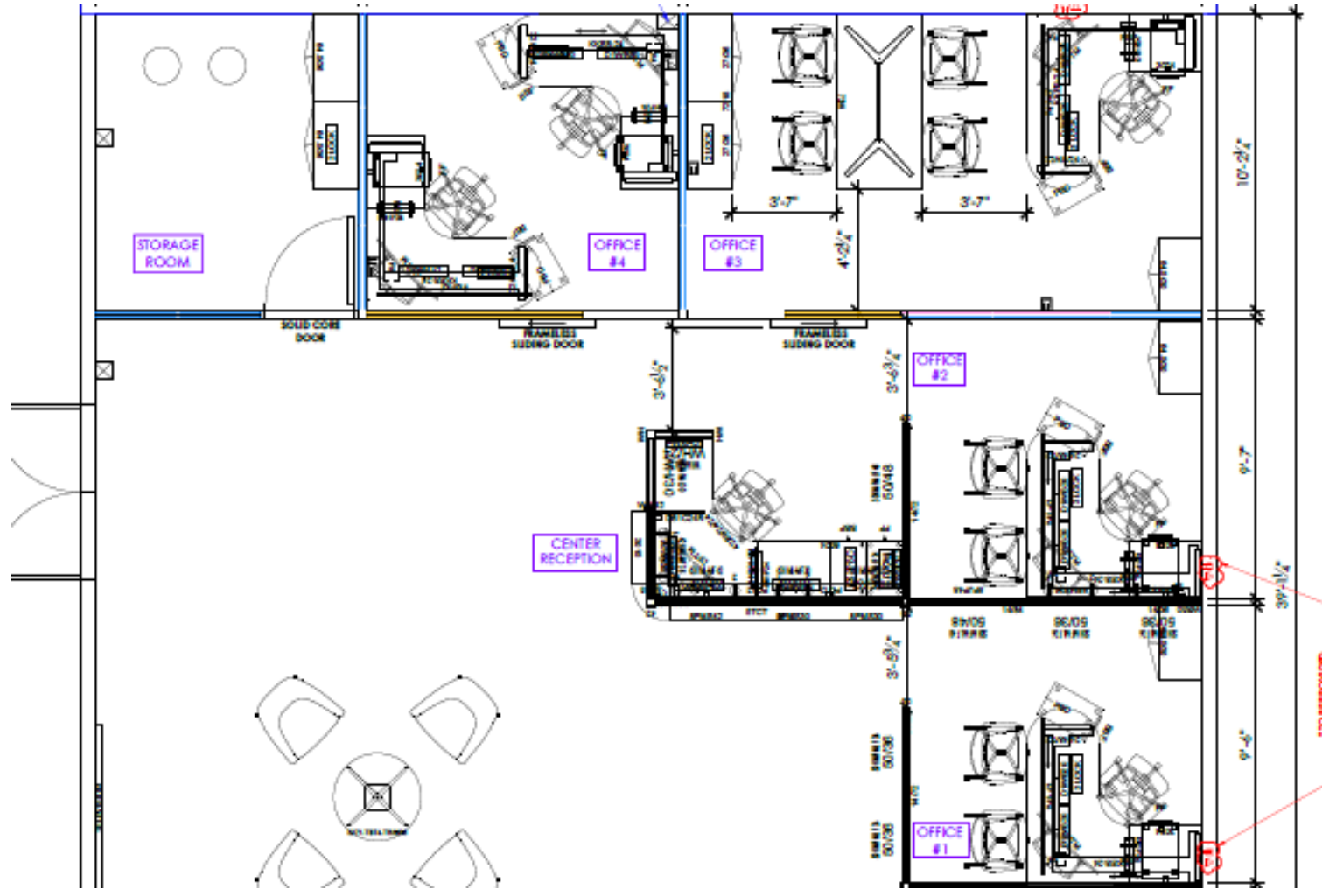


Allied Health





Office of Instruction



# Outreach

# Closing Summary



## Office of instruction:

- 2 Deans, 1 VP, 7 classified (this opens 228 to future use as well)

## HR

- 1 Director, 3 classified (moves into current office of instruction)

## Communications

- 1 Director, 2 Classified (move to current HR Office)

## Outreach:

- 1 Director, 3 Classified (145 has 2 additional workstations, and 2 student workstations)

## Allied Health:

- 2 Directors, DA, Lab Tech., 2 additional workstations

## LRC:

- 5 Additional faculty and adjunct spaces

## Main Building:

- 2 additional faculty locations with Allied Health going to EW 210



END OF PROPOSAL

BACK UP SLIDES TO FOLLOW



# Notes and Ideas from Discussion

- Timothy Randolph lands in LRC 724d
- Matt Wanta moves to MB 317C (Nakysha's old office)
- Krista Maki lands in MB 107 (Matt's vacated office)
- Eventual nursing hire lands in MB 110
- Eventual industrial arts hire lands in that large WW 198 office space along with David V. (cleared with David)
- We use 724b as an adjunct office, installing a couple of desks and a printer
- During this first phase, WW 145 is unused so can be converted into the Outreach space



# Notes and Ideas from Discussion

- What about 722 – Heather says student government wants to stay there
- Move of Marketplace to bookstore space-
  - Will need at least two desks
  - It would be nice to keep the counter if possible?
- What about rm 217 in MB (Assessment/Transfer center)?
  - Open the offices to the west and perhaps take one of those office walls out to open up the transfer center – put job development in there with Transfer Center
- Outreach goes to 145
  - Give it a facelift and make it feel like a legit Office area- it would be great if there was any sort of plan we could see for this at some point to help with an envisioning of this
  - Consider windows, maybe on north east corner
  - Director of Outreach will be coming on mid-August, so will need to discuss a temporary solution since it does not seem likely we will be able to move into 145 that quickly
- It seems like we need a phase 1 set of moves for summer 2023 and then a phase 2 for later (at least a phase 2, probably more....)
  - In phase 1,
    - Kevin moves to MB 329
    - Jaclyn moves to MB 347



# Office Spaces

## Faculty Offices:

- GYM
  - 413
  - 413a
  - 413b
  - 415
  - 417
- LRC
  - 642 / Dual Office
  - 704A & 704B Cyber
  - 720
  - 721
  - 724
  - 724a
  - 724b
  - 724c
  - 724d
  - 734
  - 735

## Faculty Offices:

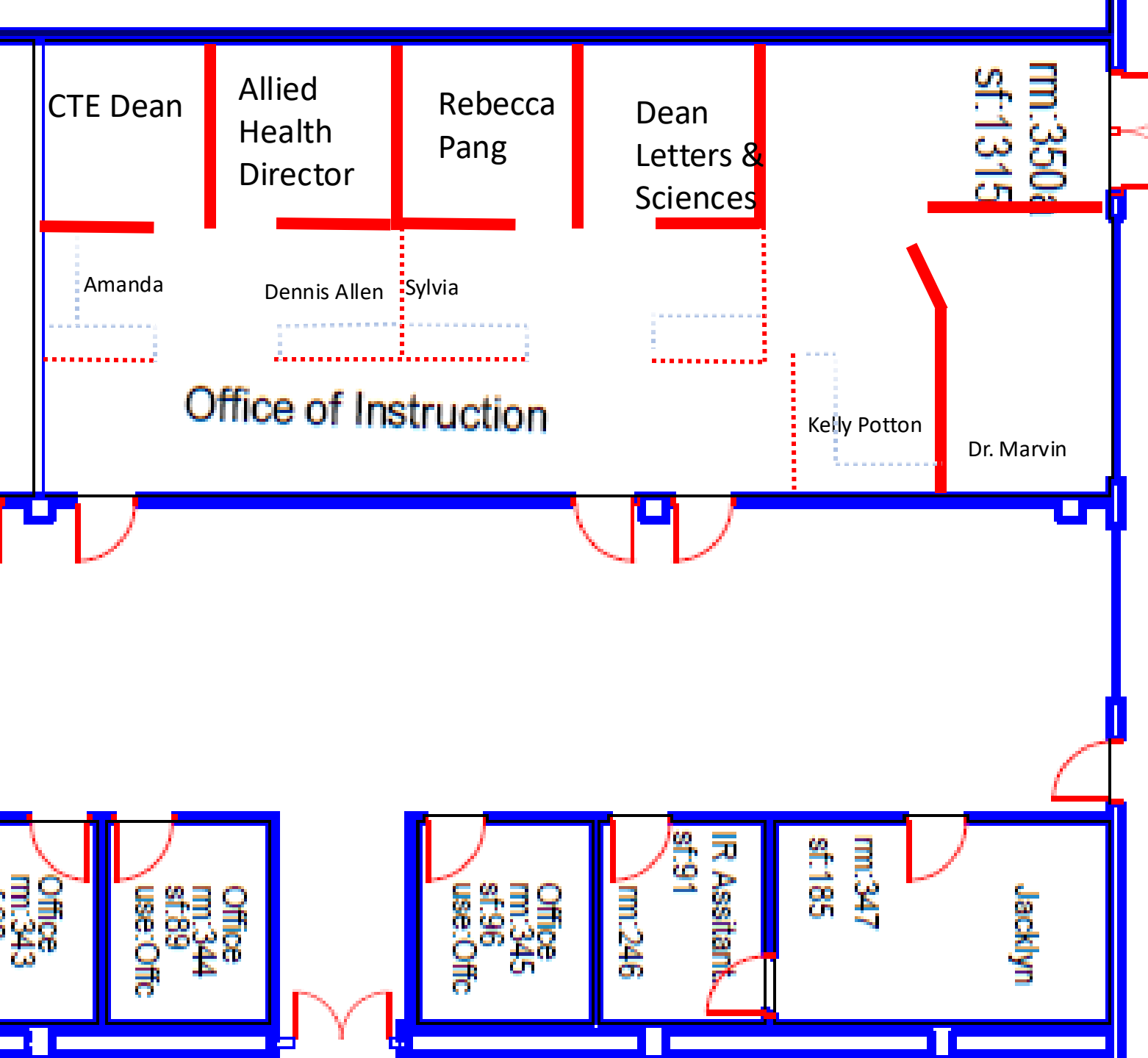
- Main Bldg.
  - 103
  - 103a
  - 106
  - 107
  - 108
  - 109
  - 110
  - 112
  - 117
  - 118
  - 208b
  - 208c
  - 208d
  - 211
  - 212
  - 213
  - 214

## Faculty Offices:

- Main Bldg.
  - 216
  - 317a
  - 317b
  - 317c
  - 317d
  - 319a
  - 319b
  - 319c
  - 319d
  - 328 (adjunct)
  - 341
  - 342
  - 343
  - 344
  - 345

## Faculty Offices:

- West Bridge
  - 233
  - 235
  - 237
  - 239
  - 241
  - 243
- Fine Arts
  - 102
  - 103
  - 104
  - 111
- Welding
  - 198a / 4 desks



### 5 Office option: 350A

#### Office of Instruction 350a

- Relocate Dr. Marvin, two Deans, and the three assistants/secretaries to room 350a.
- CC Online: Rebeca Pang & Sylvia
  - This makes room for faculty in LRC

#### Office of Instruction Institutional Research

- Relocate Jacklyn to 347
- Relocate IR Tech to 346





# Current General Purpose Classroom Status

## Current Non-Lab Classrooms:

- East Wing:
  - 202, 204, 205, 207, 208, 210 / 24 Students
  - 203, 206 / 54 students
- LRC
  - 604 / 54 Students (Currently IT Storage)
  - 631 / 18 Students
  - 709 / 37 Students
  - 710 / 35 Students
- Main Building
  - 104 / 40 Students
  - 350A “Fun Room” / 65 Max (No classes)

Total utilized student seats: **382**

Total Student seats: **501**



# Manager Office Spaces Suggestion

## Manager Offices Changes:

- Main Bldg.
  - 239: Kevin King
  - 347: Jacklyn Kesler
  - 202A: Jessica Kawelmacher **Renovate current 204 /stays in 207 until remodel**
  - 207: Director of Access Programs
  - **350a: Corey Marvin**
  - **350a: Nicole Griffin**
  - **350a: Dean of Letters & Sciences**
  - **350a: Rebecca Pang**
  - **350a: Director of Allied Health**
  - **350a: Vacant**

## Manager Offices Changes:

- Main Bldg.
  - 225: Lacey Bayes
  - 224a & 224c: **Convert to HR interview conference room**
  - 326: Jeff Lenk
  - 327b: Heather Ostash
  - 206: Katie Backman
  - **205: Director of ?, or Katie Bachman**
  - 328: Director of Equity and Inclusion

## **Proposed Manager offices 25**



# East Wing

