



Minutes

Committee Name: College Council

Date: September 6, 2018

Time: 2:00 pm- 4:00 pm

Location: EW 207

Present: President Board, Ben Beshwate, Todd Dearmore, John Daly, Chad Houck, Frank Timpone, Cheryl Fitzsimmons, Jon Heaton, Lisa Couch, Sawyer Chrisman, Subber Dhillon, Corey Marvin, Paul Kuttig, Mike Barrett, Joe Slovacek, Peter Fulks, Lisa Stephens

Absent: Deanna Campbell, Heather Ostash

Guest: Ryan Khamkongsay, Lucilla Gonzalez-Cirre

1. Call to Order

Time: 2:02pm

2. Reading of the Purpose of the Meeting

Ben Beshwate

3. Approval of Agenda

Agenda approved.

4. Approval of Minutes and Action Items

Minutes approved with the correction of Institutional Effectiveness Committee to the action item.

1. The Participatory Governance Model Handbook will be updated with the addition of the CIC Chair to the Institutional Effectiveness Committee makeup. Completion Date: May 8, 2018. Completed.

5. Reporting Committees

5.1 Facilities – John Daly

The Facilities Committee will have its first meeting of the year on September 11, 2018.

5.2 Safety & Security – Todd Dearmore

The first Safety & Security meeting is on September 11, 2018. Todd



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Dearmore introduced himself as the new Safety & Security Officer and gave a brief history on his background. The Safety & Security program is currently being reviewed and student surveys will take place. A site visit took place at Kern River Valley today.

5.3 Technology Resource Team (TRT) – Mike Campbell

The Technology Resource Team met for the first time this semester on September 4, 2018. Their meetings will be on the first Tuesday of the month in EW 207. The student representative will stay the same as last year. During their meeting they discussed the Office 365 migration, the iTV upgrade over the summer, and the current Outlook issue that has all hands on deck trying to resolve. Phishing attempts were also discussed and it was stressed to all employees that even if a document was sent from someone you know make sure you are expecting that document before you open it. Digital signage has been installed in the Gym, Learning Assistance Center, and Eastern Sierra. Installation will be happening soon at Kern River Valley and Tehachapi.

5.4 Student Success Support Programs (SSSP) – Heather Ostash

The Student Success Support Programs committee has met twice this semester. The committee is currently reviewing internal processes for our students as well as the web process. There is a need to clarify the paths and continue to identify and remove barriers for onboarding of students. Better ways to communicate with students and faculty will be a focus. It was shared that cross functional teams will be formed to help find solutions.

5.5 Incarcerated Students – Peter Fulks

The committee has not been fully formed as of yet. Work has already been done and will be rolled into the committee once it's up and running. Permission was requested and granted by College Council for Peter Fulks and Corey Marvin to put together a small group of individuals to come up with the composition of the committee, the charge, and the evaluation and assessment. More information will be shared at a later date.



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6. Associated Committees

6.1 Budget Development

6.1.a Funding Formula (attachment)

The Budget Development Committee met on September 5, 2018, to discuss the adopted budget that will be going to the Board of Trustees on September 13, 2018. Cerro Coso is balanced on 1.3 million of the reserve instead of 1.7 million that was reported to College Council at the end of 17-18 school year. The budget worksheets are now available through the planning process and will not be emailed individually. The new budget allocation formula was discussed. It was stressed that Cerro Coso will not be able to balance on the reserve ongoing so all representatives should critically discuss with their constituents what the needs of the college really are.

A PowerPoint presentation on Student Centered Funding Formula was presented. It was pointed out that there will be a three year hold harmless provision on the implementation of the new student centered funding formula.

The first District-wide budget meeting will be on September 14, 2018.

6.2 Institutional Effectiveness Committee (IEC) – Corey Marvin

The Institutional Effectiveness Committee will meet on September 24, 2018. The College Council minutes from the May 8, 2018, meeting were reviewed for accuracy and it was noted that the CIC Chair will not be removed from the committee makeup.

6.3 Professional Development – Corey Marvin

The Professional Development Committee will have its first meeting of the semester on September 11, 2018.

6.4 Accreditation – Corey Marvin

The Accreditation document was approved by the Board of Trustees at their meeting over the summer. The external evaluation team will be on campus October 1-4, 2018. Their bios have been received and are being placed on the college website for all employees to view. The Institutional Self-evaluation Report has been posted on the website for external review.



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All comments received from the community will be prepared for the external evaluation team. The team lead will be doing a pre-visit with President Board and Corey Marvin to discuss the needs of the team and what groups they would like to meet with during their visit in October.

7. Constituency Reports

7.1 Academic Senate – Ben Beshwate

The Academic Senate Executive Committee has met twice and the Academic Senate as a whole has met once this semester. The meeting structure for Academic Senate as a whole has been changed from 10 meetings a semester to 5, while the Executive meetings have doubled. Due to the increase in Executive meetings, the membership has doubled. Nakysa Cummings has been charged with researching more efficient ways to structure the reporting process at meetings. Since the amount of meetings have been cut in half they will be able to vote and move on an item within the same meeting instead of waiting for numerous meetings to take place. Canvas pop ups were discussed and will be waiting for student input to proceed. The Incarcerated Student Committee was also discussed. Two additional faculty participants are still being sought for College Council. Laura Vasquez volunteered to be the faculty representative for the District Strategic Planning Committee. A “Meet the Candidates” forum is being planned for October 30, 2018, at IWV. Work will be done with Tyson Huffman and Katie Bachman to invite the Board of Trustee candidates to participate as well as candidates for Ridgecrest Mayor and City Council.

7.2 Classified Senate – Paul Kuttig

Classified Senate has met one time this semester in August. The committee is attempting to fill positions on the board. Remote site representatives are being discussed in hopes of being more inclusive. Volunteers are still being sought for the District Wide Strategic Planning Committee and the Legislative Committee.

7.3 Student Government – Subber Dhillon

The previous Student Government President wanted to take a holistic



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approach to governing. To stay within that theme the current board wants to look at offering yoga classes and dog therapy.

A haunted house is being discussed for October 31. There is a request to add recycling bins around the campus. It was stressed that they will work with John Daly to make sure data is collected on how much is recycled.

7.4 Consultation Council – President Board/Ben Beshwate

New Board Policies and Procedures were discussed and can be viewed on the Chancellor's website under Consultation Council. The Vice Chancellor of Human Resources from the District Office brought forward for review a contract for administrators which mirrors the other contracts currently in place for classified and faculty. The budget was also reviewed along with a report out on the District Wide Strategic Plan Committee. It was shared again that the agendas, past minutes, and supporting documents from the Consultation Council meetings can be viewed at the Chancellor's website.

7.5 Community College Association (CCA) – Joe Slovacek

The first Community College Association meeting took place last Monday. There was also a retreat prior to school starting. At the meeting there was discussion regarding procedures for departments. Corey Marvin and Chad Houck will be working with the Faculty Chairs to come up with proposed procedures.

7.6 California School Employee Association (CSEA) – Mike Barrett

The California School Employee Association has not yet met.

8. Discussion Items

8.1 Participatory Governance Model Handbook – President Board

All employees should have received a copy of the PGMH. Bring a copy of the handbook to the next meeting.

8.2 College Council Self-Evaluation Results – Ryan Khamkongsay (attachment)

A review of the College Council Self-Evaluation Spring 2018 survey was provided. This year a stratified random sampling protocol was used. It was pointed out that not everyone was given the opportunity to participate



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such as adjunct faculty and temporary employees as they would skew the data. The data this year cannot be compared with previous years because of the change. Target areas and target groups were identified. Targeting the neutrals was suggested prior to the 2019 evaluation. Communication is definitely a gap so it needs to be more consistent and regular.

8.3 Updated Minutes and Agenda Templates – President Board (attachment)

The new minutes and agenda templates were shared with the group. The updated templates are now accessible.

8.4 Academic Senate Calendar Committee Action on the Celebration of Cesar Chavez and Native American Day – Lucila Gonzalez-Cirre (attachment)

Lucila Gonzalez-Cirre shared a memo from the State Chancellor's Office dated November 2016. The memo asks colleges to observe Cesar Chavez Day and Native American Day in one form or another. The calendar committee brought a resolution to the Academic Senate to recognize these special days last semester and now to College Council. The calendar committee is not recommending a closure of the college but would like to request appropriate observances to be held in commemoration of these days.

Action Item: President Board will discuss ideas for appropriate observances of Cesar Chavez Day and Native American Day with Administrative Cabinet so that the observances can be institutionalized. A report back to College Council will be provided. Completion Date: October 2018.

9. President's Report

9.1 Legislative Committee

A call out will be done to all senates to see if there is an interest to serve on the newly formed Legislative Committee with President Board. A doodle poll will be developed to see when the best time for meetings will be.



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9.2 Guidelines Regarding Naming District/College Properties, Facilities & Programs (attachment)

9.2.a Request to name room 102 on the Bishop Campus, "The Dr. Terence K. McAteer Community Room" (attachment)

A request by the Eastern Sierra Foundation, with community support, to name the community room in Bishop after Dr. Terence K McAteer was shared with the group. A brief history of Dr. McAteer's contributions was provided highlighting Chancellor Serrano's recognition a few years ago of Dr. McAteer. College Council was asked to adopt the guidelines for naming rooms. One caveat of the guidelines is to be able to name a room for a short period of time for possible fundraising events. It was the consensus of College Council to move forward with the naming of the room and the guidelines for approval at the Board Meeting in October.

10. Review of Action Items

1. President Board will discuss ideas for appropriate observances of Cesar Chavez Day and Native American Day with Administrative Cabinet so that the observances can be institutionalized. A report back to College Council will be provided. Completion Date: October 2018.

11. Miscellaneous

None.

12. Future Agenda Items

11.1 Safety & Security Report to the Board of Trustees on November 1, 2018

11.2 Smoke & Tobacco Free Campus (attachment will be made available)

11.3 Facilities Master Plan

11.4 Child Development Center Program Review



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13. Future Meeting Dates

September 6, 2018	February 7, 2019
September 20, 2018	February 21, 2019
October 4, 2018	March 7, 2019
October 18, 2018	March 28, 2019
November 1, 2018	April 4, 2019
November 29, 2018	April 25, 2019
January 17, 2019	May 7, 2019 (If needed)

14. Adjournment

2:05pm

Meeting Chair: President Board/Ben Beshwate

Recorder: Jennifer Curtis

DRAFT

Structure of College Council

College Council is structured to serve as the primary recommending body to the college president and works closely with associated and reporting committees to inform the work of the council and its constituents. College Council does not develop policy but may establish guidelines as recommended by the standing committees and task forces. The college president and the academic senate president shall co-chair College Council. The co-chairs shall be responsible for reviewing minutes and creating agendas that reflect the areas of responsibility of College Council. The agenda building process will allow for agenda suggestions from all College Council members and from members of the college community.

Members from the various constituent groups bring items of concern to College Council through their representative or through an appropriate standing committee. When items are brought from committees or constituent groups to College Council, the proposal is discussed, accepted, rejected, or sent back to the originating group for additional information. Similarly, once an item has reached the college president, the president has the same options as College Council. However, if the college president does not accept the recommendations of College Council, the reasons for not accepting the recommendation(s) will be made in writing, in a timely manner, to the members of College Council.

The associated and reporting committees of College Council are: (see Appendices A-I for committee information)

Reporting

- Facilities Committee
- Safety & Security Committee
- Technology Resource Team
- Student Success and Support Council

Associated

- Accreditation Steering Committee
- Budget Development Committee
- Institutional Effectiveness Committee
- Professional Development Committee

Role of College Council

Specifically, College Council

- serves as the chief advisory body to the college president
- serves as the participatory recommending body of the college
- develops a shared vision, mission, and strategic goals for the college
- factors the college mission into all recommendations
- recommends the annual college budget
- evaluates the effectiveness of the participatory governance process
- provides a conduit for receiving and disseminating information college-wide
- oversees and assesses the strategic direction of the college
- assesses progress on the College's strategic goals annually