



College Council
 March 5, 2015
 Administrative Conference Room, 350A
 2:00 p.m.

Present: President Board, Joe Slovacek, Greg Kost, Laura Vasquez, John Daly, Mike Campbell, Kristin Hanle, Deanna Campbell, Heather Ostash, Kim Blackwell, Corey Marvin, John Stenger-Smith, Mike Barrett
Absent: Christine Abbott, Gale Lebsock, Lisa Stephens, Anna Sue Eldridge, Juli Maikai

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to order		2:03pm		
2. Reading of the Purpose of the Meeting	Laura Vasquez			
3. Approval of Minutes & Action Items	President Board/Laura Vasquez	Minutes approved with no changes. Action Item: Submit changes to the Strategic Plan to Corey Marvin immediately. Completion Date: February 20, 2015 Completed		x
4. Approval of Agenda	President Board/Laura Vasquez	Agenda approved with the following additions Add to President's Report 9.b Main building modernization update 9.c Human Resources Program Review- Resa Hess		x
5. Reporting Committees a) Facilities b) Safety & Security c) Technology Resource Team	John Daly John Daly Mike Campbell	a) No report b) A special meeting was held with the Vice Chancellor of Construction and Facilities to discuss the door locks on campus. He surveyed 30 other colleges for best practices and came up with a better scope of work for our district. A new timeline will be developed and will include IT in the final installation. The final plan will go to the board in April and we should start seeing work beginning soon after that. c) TRT met last month and discussed the following: <ul style="list-style-type: none"> • Student login time has been decreased so that there is a shorter waiting time in the computer labs. • Update on the Digital 395 project, Student Center audio system, and the East Wing classroom project. 		x

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		<ul style="list-style-type: none"> • The IT resource plan was presented for review • KRV Network Upgrade- IT reported out that KRV's network would be going from 6mb to 12mb in early March • Pay for print- IT and Business Services are working together so that students can use a credit card after hours to put money on their pay for print account. The project should be completed by April. 		
6. Associated Committees a) Budget Development b) Institutional Effectiveness c) Professional Development d) Accreditation	Gale Lebsock Corey Marvin Corey Marvin Corey Marvin	a) The Budget Development committee has met and reviewed the context for the budget and reviewed the higher level view of the submitted requests. The budget area representatives will be invited to come to upcoming meetings. b) The Institutional Effectiveness committee will be meeting soon. As part of the SSSP Legislation we are required to identify goals in four primary areas: (1) student performance, (2) accreditation, (3) fiscal health, and (4) compliance with state and federal guidelines. This must be completed by the end of June. This is now part of legislation. Theresa Tena from the state Chancellor's Office is providing assistance. c) The Professional Development committee has not met recently. They have contacted Diego Navaro to invite him to speak to our faculty and staff starting with a Faculty Flex Day. Diego Navaro teaches professional development workshops that prepares community college faculty to meet the needs of underprepared community college students. d) March is the month that the action items are to be drafted for the mid-term report and to also provide an update on the recommendations we received. Our last follow up report was accepted so after our mid-term report we will have three additional years until we must submit an accreditation report. The goal for the mid-term report is to be completed prior to faculty leaving for the summer. Standard IV is currently being worked on.		x
7. Constituency Reports a) Academic Senate b) Classified Senate c) Student Government	Laura Vasquez Kim Blackwell Cameron La Brie	a) The Academic Senate meeting was cancelled today. The self-evaluation survey will be sent out shortly and the results will be used for the accreditation report. b) Classified Appreciation Week will be May 18-22, with May 21 st set aside for Classified Appreciation Day which will include presentations and a luncheon. c) The committee chairs will provide meeting dates to Cameron LaBrie so that he is prepared for reports from the students at their student government meetings. In February there was a combined event with club rush and cookie decorating, and		x

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d) Consultation Council	Laura Vasquez	<p>a screening of Lincoln for Black History month. The nominations open this week for next year's student government. Tonight at 7pm a group from Liberty North Korea will be doing a presentation at the Student Center. On March 14 at 2pm there will be an afternoon concert in the sculpture garden. Student musicians will be playing while different student groups will be doing fundraisers. Two weeks later the same type of function will be held but with an open mike type of entertainment. Wednesday, March 25th, is a movie screening for mental health with a panel of students to discuss mental health issues. March 31st will be the date of the general session.</p> <p>d) Feb 24th was the last meeting where draft board policies were reviewed. We have committed at the district level to the review of board policies in a systematic way. In the odd numbered years the odd numbered board policies will be reviewed, and in the even years the even numbered policies will be reviewed unless we find something that needs immediate attention. There is an interim vice chancellor of educational services who will be in charge of handling the reviews. The distance education board policy was also discussed. The other two colleges felt that 24 hours was not enough time to get back to students and so they recommended 48 hours. It was finally decided that 24 hours would be the time limit to get back to students with some exclusion language added that would allow for a longer time during holidays. The policy will now be moving forward to the board. Student field trips were discussed and it was recommended that education code be reviewed before we move forward. A verbal update of the strategic plan was provided.</p>		
e) CCA	Christine Abbott	e) No report		
f) CSEA	Julianna Maikai	f) The chapter just finished voting on the constitution and by-laws. CSEA is currently working with Classified Senate for Classified Appreciation Day. Negotiations are currently in progress.		

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<p>8. Discussion Items</p> <p>a) Strategic Plan</p>	<p>Corey Marvin</p>	<p>a) The latest draft version of the Strategic Plan was shared with the group. The ESCC lunch and learn was removed. It was also decided to remove the Business Services item under goal five because it will be addressed at the district level. Added 5.1.C.3 Strategy - Improve employee understanding of board policies and procedures.</p> <p>The Strategic Plan was approved with the above changes and addition by College Council.</p> <p>The next step will be to have our graphic designer come up with a new look for the printed document. The new Strategic Plan along with the new Vision, Mission, Values, and Moto will be inserted into the college catalog.</p> <p>The district strategic planning group met and their meeting centered on the printed version of the plan. There was general agreement that the goals, objectives, and strategies would be listed on the district website. Cerro Coso's action items would only be at the college level and not inserted into the printed document. It was noted that the board wants targets to the measures that are already identified. Cerro Coso must decide what measures we can match to our action items. It was recommended that we look at the ARC report to identify comparable institutions to see what they are doing and how we measure up to them. We must insure that we are still comparable. The six year trend data will be brought to the next meeting so we can decide the measures. All members are to report out to the constituency groups what we have accomplished so far on the new Strategic Plan.</p> <p>Action Item: Corey Marvin will provide the data and the recommended targets for the strategic plan objectives. Completion Date: March 19, 2015</p>		<p>x</p>

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<p>9. President's Report a) Online Concept Paper</p> <p>b) Main building modernization update</p>	<p>President Board</p>	<p>a) During flex day in January a discussion took place regarding the Online Education Initiative, OEI. The OEI is an online portal where students can go if they can't get online classes at their current schools. This initiative would take away students from our district so it was decided that a review of all three college's online programs would be completed with recommendations brought forward. With all this in mind President Board wrote an Online Concept paper. The paper was first shared with Consultation Council and is now being shared with College Council. At Cerro Coso we are seeing soft FTE's. Because of this there is a concern that the OEI would take students away from our district due to the waitlists for online classes. We must be careful to pay attention to best practices. Please share the white paper with your constituents to have the conversations.</p> <p>At the District VP meeting the first phase of Cerro Coso being the lead for online classes across the district was discussed and the following was agreed to:</p> <ul style="list-style-type: none"> • Everyone agreed that when we have partial sections at different colleges that it would make more sense to have one instructor teach that class. • Porterville agreed that they would direct their online students over to Cerro Coso because they will not be opening additional online classes once there schedule is set. • There was an agreement by all colleges to forward students to Cerro Coso who are on the online class waitlists. This will happen not only with face to face counseling but students will also be directed from the online schedule when they are attempting to register. <p>b) Reviews and updates have been taking place on progress towards the main building modernization project since GAFCON is no longer contracted with our district. DSA has not yet released the plans. Discussions are taking place as to whether or not we will be allowed to stay in certain sections of the main building once construction starts. We will advocate that we don't move science. Not enough information is available as of yet, so no meetings can take place at this time. The Associate Vice Chancellor of Construction & Facilities will be taking this on and working with us to develop a plan. Besides our science and nursing programs, the other classes that teach in the main building can be moved with less disruption. A possible solution would be to bring in portables to create a village. Ongoing discussion will be taking place and information will be shared once it is known.</p>	<p>x</p>	

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c) Human Resources Program Review- Resa Hess		c) An email was sent out asking why the HR Manager leaving and the new manager arriving was not announced. It was announced last year in the President's Brief located in the CC Chronicle. Resa Hess did become full time on our campus in January 2015 so President Board will again let everyone know in the CC Chronicle. Action Item: Jennifer Curtis will make sure that Resa Hess has been added to the online directory. Completion Date: March 5, 2015		
10. Review of Action Items	President Board/Laura Vasquez	<ol style="list-style-type: none"> 1. Corey Marvin will provide the data and the recommended targets for the strategic plan objectives. Completion Date: March 19, 2015 2. Jennifer Curtis will make sure that Resa Hess has been added to the online directory. Completion Date: March 5, 2015 		x
11. Miscellaneous		The HR Program review is complete and will be presented to College Council on April 16, 2015. Tom Burke will be visiting College Council on April 2 nd with the District Budget Allocation Model.	x	
12. Future Agenda Items		<ol style="list-style-type: none"> a) Math & Science Program Review April 2, 2015 b) District Budget Allocation Model – April 16, 2015 c) HR Program Review - April 16, 2015 d) Honors Program - Program Review April 16, 2015 e) Parking Statistical Report 	x	
13. Future Meeting Dates		<p>College Council Dates</p> <p>September 4, 2014 February 5, 2015 September 18, 2014 February 19, 2015 October 2, 2014 March 5, 2015 October 16, 2014 March 19, 2015 October 30, 2014 April 2, 2015 December 4, 2014 April 16, 2015 January 22, 2015 April 30, 2015 June 4, 2015 (if needed)</p> <p>Strategic Planning Calendar Dates</p> <p>October 2, 2014 February 5, 2015 October 23, 2014 February 19 or 26, 2015 December 4, 2015 February 26, 2015 (If Needed) January 22, 2015 March 5, 2015 January 29, 2015</p>		
14. Adjourned		3:57pm		

Meeting Chair: President Board

Recorder: Jennifer Curtis

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Cerro Coso Strategic Plan, 2015-2018

Strategic Goal #1: Student Success

1.1 Increase Completion

1.1.C.1 Strategy: Improve just-in-time communication to students

1.1.C.1.a Action: Fully implement Degree Works

1.1.C.1.b Action: Fully implement EAB

1.1.C.1.c Action: Fully implement Grad Guru

1.1.C.1.d Action: Fully implement SARS Alert

1.1.C.2 Strategy: Improve CTE completion rate

1.1.C.2.a Action: Fully implement Class to Career program

1.2 Improve Milestone Achievements

1.2.C.1 Strategy: Increase persistence at KRV and among CTE students

1.2.C.1.a Action: Enhance student support services at KRV

1.2.C.1.b Action: Increase completion of long-term educational plans at KRV

1.2.C.1.c Action: Provide CTE-specific tutoring opportunities

1.2.C.1.d Action: Increase student affinity with the institution in CTE disciplines

1.2.C.2 Strategy: Improve basic skills achievement

1.2.C.2.a Action: Implement the new position of LAC Coordinator

1.2.C.2.b Action: Consolidate supplemental instruction in the math and writing centers

1.2.C.2.c Action: Establish a referral norm in English and social sciences for tutoring

1.3 Increase Student Engagement

1.3.C.1 Strategy: Increase scope and use of ESCC Learning Assistance Center

1.3.C.1.a Action: Increase number of workshops, receptions, and other events coordinated through the LAC's.

1.3.C.1.b Action: Improve collaboration between ESCC LAC and instructional faculty

1.3.C.2 Strategy: Expand EOPS opportunities supportive of educational goals

1.3.C.2.a Action: Implement engagement activities focused on cultural enrichment, work-study/experience, and leadership opportunities

1.3.C.3 Strategy: Improve online student engagement

1.3.C.3.a Action: Develop and implement an ADA-compliant Moodle site

1.3.C.3.b Action: Develop and implement Moodle site responsive to digital devices

1.3.C.3.c Action: Identify online tutoring and proctoring services

1.3.C.3.d Action: Identify multimedia rich tools and promote their use in online course content

1.3.C.3.e Action: Produce videos for instructional and student services departments

Strategic Goal #2: Equity

2.1 Close Achievement Gaps

2.1.C.1 Strategy: Narrow gaps in access for underrepresented groups

- 2.1.C.1.a Action: Increase enrollments for underrepresented populations, including male, 40 and older, American Indian, and White
- 2.1.C.1.b Action: Work with faculty to overcome barriers for economically disadvantaged students in the area of texts and materials
- 2.1.C.1.c Action: Provide help materials/guides online and hard copies in English and Spanish

2.1.C.2 Strategy: Narrow gaps in matriculation completion by underrepresented groups

- 2.1.C.2.a Action: Implement additional workshops online, such as SEP workshops
- 2.1.C.2.b Action: Engage staff and faculty in supporting student completion of matriculation components.
- 2.1.C.2.c Action: Use data to proactively outreach to students to complete matriculation components.

2.1.C.3 Strategy: Narrow gaps in performance by underrepresented groups

- 2.1.C.3.a Action: Increase the overall number of students completing a degree or certificate with a particular emphasis on male, 20-24 year olds, African-Americans , and American Indian students
- 2.1.C.3.b Action: Increase the overall number of students transferring to 4 year institutions with a specific emphasis on African-American, American Indian, and socioeconomically disadvantaged students

2.1.C.4 Strategy: Improve success rates for DSPS and EOPS students, particularly in basic skills

- 2.1.C.4.a Action: Re-examine and develop Peer Mentor program
- 2.1.C.4.b Action: Develop and implement dedicated space for EOPS students to study, access resources, and support each other in education/classes
- 2.1.C.4.c Action: Increase student, staff, and faculty awareness about DSPS services by improving website information and providing comprehensive DSPS orientations

2.1.C.5 Strategy: Review and analyze equity gaps at the campus level

- 2.1.C.5.a Action: Work with the District Institutional Research Office to obtain equity data by campus location

Strategic Goal #3: Access

3.1 Optimize Student Enrollment

3.1.C.1 Strategy: Grow enrollments

3.1.C.1.a Action: Develop Tehachapi campus in East Kern

3.1.C.1.b Action: Develop incarcerated students program in East Kern

3.1.C.1.c Action: Identify and implement dual enrollment and credit by exam opportunities in service area high schools

3.1.C.1.d Action: Develop CTE programs at the KRV and East Kern campuses appropriate to local communities

3.1.C.1.e Action: Collaborate with Kern Valley High School to offer a welding program

3.1.C.2 Strategy: Increase assistance with prospective and first year students in Financial Aid and Admissions and Records

3.1.C.2.c Action: Implement Financial Aid TV

3.1.C.2.d Action: Maximize the number of students eligible for and receiving financial aid by implementing Financial Aid Literacy program

3.1.C.3 Strategy: Expand student enrollment in engineering pathway to CSULB

3.1.C.3.a Action: Work with HIS-STEM partners to identify and employ an engineering faculty member as a champion of the program

3.1.C.3.b Action: Provide support by creating a team comprised of job developer, transfer counselor, Director of Student Activities, Outreach and Recruitment

3.1.C.3.c Action: Work with industry partners to provide internship opportunities for Cerro Coso students

3.2 Be the Higher Education Option of First Choice

3.2.C.1 Strategy: Optimize strategies for recruitment and outreach

3.2.C.1.a Action: Hire Director for Outreach and Student Activities

3.2.C.1.b Action: Develop and implement a comprehensive outreach and recruitment plan for all campus locations and programs

3.2.C.2 Strategy: Improve public awareness and participation in the college programs, services, and activities

3.2.C.2.a Action: Initiate a comprehensive rebranding of the college

3.2.C.2.b Action: Communicate a relevant brand promise that promotes the college as higher education option of first choice

3.2.C.3 Strategy: Increase high school yield

- 3.2.C.3.a Action: Hold strategic planning and monthly working group meetings with service area superintendents, principals, and counselors to develop and implement a plan to increase HS yield
- 3.2.C.3.b Action: Develop and implement strategies for converting high school dual and concurrent enrollment students to full-time students upon graduation
- 3.2.C.3.c Action: Attend and present at student, staff, and parent meetings at all Inyo County schools
- 3.2.C.3.d Action: Increase support for Inyo concurrent students in the LAC

Strategic Goal #4: Community Connections

4.1 Provide Workforce and Economic Development Programs that Respond to Local Industry

4.1.C.1 Strategy: Increase college prominence in local workforce development

4.1.C.1.a Action: Increase employment of CTE graduates in local industry

4.1.C.1.b Action: Increase number of student interns with local industry

4.1.C.1.c Action: Improve employer satisfaction with student preparedness

4.1.C.2 Strategy: Implement Adult Education Plan (AB86)

4.1.C.2.a Action: Complete the development and submission of the AB86 Adult Ed Plan

4.1.C.2.b Action: Work with partners to establish a roll-out of the defined plan

4.1.C.2.c Action: Assess the implementation of the plan after year 1, identify gaps, design and implement improvements

4.2 Reflect the Communities We Serve

4.2.C.1 Strategy: Promote a diverse workforce and provide specific plans for ensuring equal employment opportunity

4.2.C.1.a Action: Review recommendations from 14-15 climate survey and implement improvements

4.2.C.1.b Action: Participate on the district-wide EEO Committee (to be established)

4.2.C.1.c Action: Review and implement additional strategies as developed by the EEO and Staff Diversity Plan

4.2.C.2 Strategy: Increase the percentage of available child care opportunities going to student families

4.2.C.2.a Action: Child Development Center staff work with student services to improve number of students making satisfactory progress

Strategic Goal #5: Organization Effectiveness

5.1 Provide Effective Professional Development

5.1.C.1 Strategy: Provide targeted professional development for faculty to support goals, objectives, strategies, and actions in this Strategic Plan

5.1.C.1.a Action: Develop and offer professional development content and activities for faculty to address equity gaps (

5.1.C.1.b Action: Develop Moodle 3.0 training course

5.1.C.1.c Action: Develop and offer professional development training for improved student engagement in distance education

5.1.C.1.d Action: Develop and offer CTE-specific professional development to increase student affinity, persistence, and completion

5.1.C.2 Strategy: Establish an infrastructure for ongoing professional development

5.1.C.2.a Action: Develop and implement a menu of options for faculty professional development beyond flex days

5.1.C.2.b Action: Develop and implement an ongoing schedule of safety and security training provided to all stakeholders on a regular basis

5.1.C.3 Strategy: Improve employee understanding of board policies and procedures.

5.1.C.3.a Action: Plan, coordinate, and provide HR related training topics

5.2 Meet and Exceed Internal and External Standards and Requirements

5.2.C.1 Strategy: Meet External Standards for SLO Assessment and Internal Standards for Program Review Completion

5.2.C.1.a Action: Achieve 90% courses and programs with ongoing assessment of learning outcomes

5.2.C.1.b Action: Stay current on program reviews

5.2.C.2 Strategy – Improve the effectiveness of the Continuing Education program

5.2.C.2.a Action: Develop learning outcomes

5.2.C.2.b Action: Complete a Program Review

5.2.C.3 Strategy: Improve the effectiveness of the Budget Development committee

5.2.C.3.a Action: Develop and implement evaluation tool for Budget Development committee

5.3 Increase Trust and Create a Collaborative Culture

5.3.C.1 Strategy: Improve communication internally

- 5.3.C.1.a Action: Develop periodic newsletters in areas like Planning, Accreditation, Achieving the Dream, and Student Equity
- 5.3.C.1.b Action: Improve flow of information down and up the participatory governance ladder

5.4 Improve Facilities and Maintenance

5.4.C.1 Strategy: Complete the main building modernization project

5.4.C.1.a Action: Plan for swing space and appropriate occupancy timelines to reduce interference of services to students

5.4.C.2 Strategy: Complete Kern River Valley campus renovation project

5.4.C.2.a Action: Plan for swing space and appropriate occupancy timelines to reduce interference of services to students

5.4.C.3 Strategy: Improve M&O response time for work requests

5.4.C.3.a Action: Provide college-wide reminders of the use of SchoolDude for submitting work requests.

5.4.C.3.b Action: Ensure tasks are assigned to appropriate personnel.

5.4.C.3.c Action: Provide training to employees and proper tools to complete assigned tasks.

5.4.C.4 Strategy: Improve grounds

5.4.C.4.a Action: Aerate, irrigate, and use strategies to maximize fertilizers, seeding, and water consumption on all grassed areas and tree wells in order to improve landscaping of the campus

5.4.C.5 Strategy: Keep technology current

5.4.C.5.a Action: Upgrade core network and infrastructure

5.4.C.5.b Action: Update East Wing classroom technology

5.4.C.5.c Action: Implement hardware replacement plans annually for campus staff and classrooms

5.5 Improve Institutional Effectiveness

5.5.C.1 Strategy: Increase opportunities for ongoing feedback to Financial Aid and Admissions and Records

5.5.C.1.a Action: Implement a point-of-contact survey

5.5.C.1.b Action: Install comment boxes at A&R window

5.5.C.1.c Action: Increase efficiency in financial aid by using computer labs already set-up for counseling orientation

5.5.C.2 Strategy: Increase automated processes in Admissions and Records

- 5.5.C.2.a Action: Implement end-of-term automatic process
- 5.5.C.2.b Action: Increase restricted classes open for students to register
- 5.5.C.2.c Action: Implement graduation audit through DegreeWorks
- 5.5.C.2.d Action: Decrease or eliminate pick-up options for parking permits

5.5.C.4 Strategy: Ensure consistency of HR functions

- 5.5.C.4.a Action: Utilize the HR Procedures Website to bring a consistent application of procedures district-wide
- 5.5.C.4.b Action: Contribute feedback to improving the HR Procedure Website
- 5.5.C.4.c Action: Contribute system improvements to FLAC and Web-Time Entry, first rolled out in 14-15

5.5.C.5 Strategy: Foster Fiscal Responsibility

- 5.5.C.5.a Action: Increase reporting & procedure resources for grant program managers

5.6 Generate Revenue

5.6.C.1 Strategy: Actively pursue CTE grants that align with the mission of the district and the college

- 5.6.C.1.a Action: Locate and apply for grant opportunities
- 5.6.C.1.b Action: Partner with regional section navigators to locate and apply for grant opportunities

5.6.C.2 Strategy: Improve alumni base, interactions, and relationships

- 5.6.C.2.a Action: Host two donor campaigns a year
- 5.6.C.2.b Action: Increase alumni activities
- 5.6.C.2.c Action: Build alumni volunteer database

5.6.C.3 Strategy: Strengthen CCCC Foundation, Inc. through providing vision, leadership, strategic direction, and administrative oversight

- 5.6.C.3.a Action: Increase scholarship amounts awarded
- 5.6.C.3.b Action: Create a program of donor stewardship, recognition and engagement
- 5.6.C.3.c Action: Lead CCCC Foundation planning effort to support goals, objectives, strate