



College Council  
 April 27, 2017  
 Administrative Conference Room, EW 207  
 2:00 p.m.

Present: President Board Jan Moline, Frank Timpone, Michael Campbell, Joe Slovacek, Deanna Campbell, Lisa Couch, Ariel Nelson, Corey Marvin, Heather Ostash, Mike Barrett, John Daly, Penny Talley, Christine Abbott, Kim Blackwell, Lisa Stephens

Absent: Dawn Ward

Guests: Natalie Dorrell, Jennifer San Nicolas, Valerie Karnes, John Stenger-Smith, Matt Hightower

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
<b>1. Call to order</b>		2:03pm		
<b>2. Reading of the Purpose of the Meeting</b>	Jan Moline			
<b>3. Approval of Minutes &amp; Action Items</b>	President Board/ Jan Moline	<p>Minutes approved.</p> <p><i>1. President Board will report out on where the updated board policies and procedures are being placed and when they will be implemented. Completion Date: April 27, 2017. Once the changes have been made to the board policies and procedures the changes will go to the board of trustees for approval. Once approved by the board, the changes will be immediate. Any changes that are made due to legislation are implemented immediately.</i></p>		
<b>4. Approval of Agenda</b>	President Board/ Jan Moline	Agenda approved.		
<b>5. Reporting Committees</b> a) Facilities	John Daly	<p>a) Main Building is still at 55% completion. API is working on evaluating the project and preparing to bid portions of the work.</p> <p>Door Hardware project is 30% complete. The M&amp;O building has been completed so it can be used for training on the new systems. The printer and camera have arrived and need to be installed. Once that is complete, training will begin on that as well.</p>		

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b) Safety & Security	Lisa Couch	<p>CDC painting has begun. It looks really nice and fresh. The painting should wrap up in 2 weeks, and then the flooring portion of the work begins.</p> <p>Prop 39 lighting retrofit project will begin late May early June depending on the LED fixtures arrival times. Some lights have been received but not enough to start the project.</p> <p>Final bids were due to the District by April 26, for the Mammoth modernization project. The District Facilities department is working on certifying the bids.</p> <p>M&amp;O is busy supporting end of year activities.</p> <p>b) Safety and Security met this week. Discussion took place regarding the April fire drill. All felt it was a success. There was some concerns regarding the phones not working because of the headsets. There was a recommendation that Student Government stress the importance of participation in the fire drills.</p> <p>Stop sign and crosswalk- John Daly will be working with the Ridgecrest City Manager to make sure we are up to code. The DSA inspector will also be joining in.</p> <p>The Safety &amp; Security Program Manager position is open for recruitment.</p>		
c) Technology Resource Team (TRT)	Mike Campbell	<p>a) TRT discussed the district wide downtime schedule. The schedule was shared with everyone including faculty and they indicated that they were ok with the dates and times as long as there is still a connection to Canvas.</p> <p>Windows 10 will be rolled out on the lab computers soon with staff and faculty done after the lab computers are completed. In January 2019, Microsoft will no longer support windows 7. Faculty, adjunct, and chairs will be sent an email requesting a list of software they need.</p> <p>Blackboard is updating the help desk ticketing system and will go live for</p>		

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d) Student Success Support Programs (SSSP)	Heather Ostash	<p>the fall semester. It should be an easier interface with better reporting. 508 compliance was discussed and will be stressed with faculty regarding how documents should be uploaded so that they are accessible. There is a new digital sign placed in the gymnasium at IWV.</p> <p>b) SSSP primary focus this semester was on the inquiry groups. It was felt that the student focus groups were a success with information on how to effectively engage students in the classrooms.</p> <p>A variety of classes were administered the Center for Community College Student Engagement (CCCSE) student survey.</p> <p>The Achieving the Dream (ATD) ICA Institutional Framework survey was administered this spring on institutional effectiveness. This information will be used for accreditation to assess where the strengths in our achievements areas are. The information gathered will also be used for a data summit next fall.</p>		
<b>6. Associated Committees</b> a) Budget Development  b) Institutional Effectiveness Committee (IEC)  c) Professional Development	Lisa Couch  Corey Marvin  Corey Marvin	<p>a) The tentative budget for 17-18 was presented. The tentative budget revenue is \$18,036,214 with a difference of \$684,893.32. Please see the 2017-2018 GU001 Tentative Budget sheet for complete detail.</p> <p>b) IEC has not met but will meet this Monday. The committee will address the IEPI workplan and changing the unit plan templates. The committee will also do a self-assessment from this year.</p> <p>c) The Professional Development Committee met today and discussed why the committee felt they should not exist. After the meeting, it was decided that the committee should continue. The committee felt that the right positions needed to be at the table in order for communication to get out about what is happening on the committee, what their planning should be, and what their role is. The members of the Professional Development Committee must make an effort to report out. President Board requested that the Professional Development Committee review the Participatory Governance Handbook to make sure their committee</p>		

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d) Accreditation	Corey Marvin	<p>make-up and the charge of their committee is correct. It was the consensus of the group that having a flex day for all employees was important and should be revisited by the committee.</p> <p>Action Item: Corey Marvin will look at the make-up and charge of the Professional Development Committee and make changes for the Participatory Governance Model handbook. Completion Date: September 2017.</p> <p>d) The Accreditation groups are currently working on their parts for accreditation. Corey Marvin will be checking in with each group and provide standard language to help with the writing. Corey Marvin will provide the President's Office a list of deadlines that were provided to the accreditation standard groups. There is a drop-dead date of December 9, 2017, to submit the written document.</p> <p>Action Item: Corey Marvin will provide the President's Office a list of deadlines that were provided to the accreditation standard groups. Completion Date: May 1, 2017.</p>		
<b>7. Constituency Reports</b> a) Academic Senate  b) Classified Senate  c) Student Government	Jan Moline  Vacant  Ariel Nelson	a) Academic Senate did not have a quorum at the last meeting so voting items will moved to the May 4, 2017, meeting. Jan Moline provided an update on her trip to the Spring Plenary.  b) Classified Senate is looking at restructuring their senate with representatives rather than a senate of whole. Participatory governance is being stressed and they want all classified members to realize they have a voice. There is a group of individuals who are working hard to move the Classified Senate forward.  c) Student Government is busy planning the spring awards. M&O approved set-up the night before which is helpful. They have not heard from any faculty on offers of help for the day. They are working on amending their constitution. Student Government will be attending the General Assembly on May 5-7, 2017. It was requested that the resolutions from the General Assembly be brought back to college council in the fall so that the college		

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<p>d) Consultation Council</p> <p>e) Community College Association (CCA)</p> <p>f) California School Employee Association (CSEA)</p>	<p>President Board/ Jan Moline</p> <p>Joe Slovacek</p> <p>Mike Barrett</p>	<p>could help with implementation.</p> <p>d) Consultation Council is still working on reviewing the same board policies as before. No significant changes to report out.</p> <p>e) CCA elections will be soon so the ballots are being prepared.</p> <p>f) CSEA - nothing to report.</p>		
<p><b>8. Discussion Items</b></p> <p>a) Computer Information Systems Program Review</p> <p>b) AS General Science Program Review</p> <p>c) Financial Aid Program Review</p> <p>d) End of Year College Council Survey Draft</p> <p>e) College Decision Making Process</p>	<p>Valerie Karnes</p> <p>John Stenger-Smith</p> <p>Jennifer San Nicolas</p> <p>President Board/Jan Moline</p> <p>President Board</p>	<p>a) A review of the Computer Information Systems Program Review was presented by Valerie Karnes.</p> <p>c) A review of the AS General Science Program Review was presented by John Stenger-Smith. John Stenger-Smith offered to pay \$1,000 to the College Promise Grant if the Science department was back in the main building by the end of 2018. John Daly shared that his group feels attacked by the Science Department when he feels like Maintenance &amp; Operation (M&amp;O) has done everything they can to accommodate the needs of the Science Department. John Stenger-Smith shared that the Science Department is appreciative of everything that M&amp;O does and apologized to M&amp;O. They would like to direct their frustration to the District instead.</p> <p>d) A review of the Financial Aid Program Review was presented by Jennifer San Nicolas.</p> <p>e) A review of last year's College Council Survey was completed. It was decided that a link to the Participatory Governance Handbook be added to the survey as well as adding "I Don't Know" to question #13. The survey will be updated and sent out immediately by Jennifer Curtis.  <b>Action Item: Jennifer Curtis will update the College Council Survey and will send it out immediately. Completion Date: May 1, 2017.</b></p> <p>f) A review of the College Decision Making Process from the Participatory Governance Model handbook was provided. It was shared with the group</p>		

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f) Publicity & Printing Request Process	Natalie Dorrell	<p>that our process does not need to be redone because it was written so broadly. All college council members should look at the Decision Making Process chart and provide updates to President Board.</p> <p>Action Item: All college council members should look at the Decision Making Process chart and provide updates to President Board. Completion Date: May 1, 2017.</p> <p>g) An online process has been developed for requesting publicity and print jobs. The online forms will collect more information on the activities so they can be marketed more effectively. Once the forms have been filled out online they will be emailed to the PIO and Print Shop. This will allow for better time management. The new forms can be found online under employee forms on insideCC. The new online form will be pushed out in the fall to all staff and faculty. There was discussion regarding the Event Planning form and it was felt that the form should be revised.</p> <p>Action Item: The Event Planning form will be reviewed and revised during the fall semester. Completion Date: Ongoing.</p>		
9. President's Report	President Board	<p>a) Institutional Effectiveness Partnership Initiative (IEPI) felt it was important for Cerro Coso to have an institutional researcher on the campus. KCCD is going back to a decentralized research department so this was a perfect time to hire the position for the campus. Cerro Coso will be using the money received from the IEPI grant to fund this position. There is hopes that there will be successful searches over the summer and there will be someone in the positon by the fall semester. We have agreed to a skeletal reporting crew at the District for MIS reporting that must be done for the state.</p> <p>b) The Promise Grant funding will be in May. An outline will be develop for students that have graduated from Kern County high schools with a profile that has yet to be decided. The full profile will be shared in the fall.</p> <p>c) On May 16, all classified and management will be traveling to the Bishop Campus for a professional development day with a focus on student success redefined. Classified Senate will also be provided time to have a meeting.</p>		

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		d) Main building updates will continue to be pushed out. Many of the local contractors have agreed to stay on the project.																		
<b>10. Review of Action Items</b>	President Board/ Jan Moline	<ol style="list-style-type: none"> <li>1. Corey Marvin will look at the make-up and charge of the Professional Development Committee and make changes for the Participatory Governance Model handbook. Completion Date: September 2017.</li> <li>2. Corey Marvin will provide the President's Office a list of deadlines that were provided to the accreditation standard groups. Completion Date: May 1, 2017.</li> <li>3. Jennifer Curtis will update the College Council Survey and will send it out immediately. Completion Date: May 1, 2017.</li> <li>4. All college council members should look at the Decision Making Process chart and provide updates to President Board. Completion Date: May 1, 2017.</li> <li>5. The Event Planning form will be reviewed and revised during the fall semester. Completion Date: Ongoing.</li> </ol>																		
<b>11. Miscellaneous</b>																				
<b>12. Future Agenda Items</b>		<ol style="list-style-type: none"> <li>a) Onboarding New Cerro Coso Employees</li> <li>b) ILO Review</li> <li>c) Accessibility 508 Compliance</li> <li>d) Web Professional Program Review</li> </ol>																		
<b>12. Future Meeting Dates</b>		<table border="0"> <tr> <td><del>September 1, 2016</del></td> <td><del>January 19, 2017</del></td> </tr> <tr> <td><del>September 15, 2016</del></td> <td><del>February 2, 2017</del></td> </tr> <tr> <td><del>October 6, 2016</del></td> <td><del>February 16, 2017</del></td> </tr> <tr> <td><del>October 20, 2016</del></td> <td><del>March 2, 2017</del></td> </tr> <tr> <td><del>October 31, 2016</del></td> <td><del>March 16, 2017</del></td> </tr> <tr> <td><del>November 3, 2016</del></td> <td><del>April 6, 2017</del></td> </tr> <tr> <td><del>November 17, 2016</del></td> <td><del>April 27, 2017</del></td> </tr> <tr> <td><del>December 1, 2016</del></td> <td></td> </tr> </table>	<del>September 1, 2016</del>	<del>January 19, 2017</del>	<del>September 15, 2016</del>	<del>February 2, 2017</del>	<del>October 6, 2016</del>	<del>February 16, 2017</del>	<del>October 20, 2016</del>	<del>March 2, 2017</del>	<del>October 31, 2016</del>	<del>March 16, 2017</del>	<del>November 3, 2016</del>	<del>April 6, 2017</del>	<del>November 17, 2016</del>	<del>April 27, 2017</del>	<del>December 1, 2016</del>			
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<b>14. Adjourned</b>		4:15 pm																		

Meeting Chair: President Board

Recorder: Jennifer Curtis

**O** Open/**C** Closed