

## College Council September 7, 2017 Administrative Conference Room, EW 207 2:00 p.m.

<u>Present:</u> President Board, Jan Moline, Lisa Couch, Frank Timpone, Mike Campbell, John Daly, Chad Houck, Heather Ostash, Corey Marvin, Mike Barrett, Deanna Campbell, Lisa Stephens, Paul Kuttig, Sam Kelley, Joe Slovacek

Absent: Penny Talley

**Guests:** Suzie Ama, Ryan Khamkongsay

1. Call to order       2:05pm         2. Reading of the Purpose of the Meeting       Jan Moline         3. Approval of Minutes & Action Items       President Board/ Jan Moline         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. The new faculty flex coordinator, Sharlene Paxton, will be chairing the Professional Development Committee and will help with the revising of the committee makeup, and the rewriting of the charge.         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. Completed.         3. Jennifer Curtis will update the College Council Survey and will send it out immediately. Completion Date: May 1, 2017. Completed.	OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	0	С
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<ul> <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. Completed.</li> <li>5. The Event Planning form will be reviewed and revised during the fall</li> </ul>		Board/ Jan	<ol> <li>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. The new faculty flex coordinator, Sharlene Paxton, will be chairing the Professional Development Committee and will help with the revising of the committee makeup, and the rewriting of the charge.</li> <li>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. Completed.</li> <li>Jennifer Curtis will update the College Council Survey and will send it out immediately. Completion Date: May 1, 2017. Completed.</li> <li>All college council members should look at the Decision Making Process chart and provide updates to President Board. Completion Date: May 1, 2017. Completed.</li> </ol>		

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		semester. Completion Date: Ongoing. Work will be done with Natalie Dorrell to update the form to include publicity requests. Mike Campbell will do a presentation on the new updated form at a future College Council meeting.		
4. Approval of Agenda	President Board/ Jan Moline	Agenda approved.		
5. Reporting Committees a) Facilities	John Daly	a) The Facilities Committee has not yet met. The committee is working on filling their membership.		
b) Safety & Security	Lisa Couch	<ul> <li>b) The Safety &amp; Security Committee has not yet met. The committee is working on filling their membership. Faculty and student representation is needed.</li> <li>Greta Robinson has been hired as the new Safety &amp; Security Program Manager.</li> </ul>		
c) Technology Resource Team (TRT)	Mike Campbell	c) The Technology Resource Team has not yet met. The committee is working on filling their membership now.		
d) Student Success Support Programs (SSSP)	Heather Ostash	d) The first meeting for the Student Success Support Programs is in two weeks. They are in the process of launching the inquiry group's strategies that were identified last year. The Cerro Coso Rocks event was an outcome of the inquiry groups and the event was a huge success.		
6. Associated Committees a) Budget Development	Lisa Couch	a) The first Budget Development Committee meeting will be on September 21. The budget for 2017-2018 will be going to the Board of Trustees during the September board meeting for approval. The 2017-2018 budget sheet was shared with the group. It was noted that we are currently balanced on the reserve at \$457,498. Cerro Coso Community College is receiving an adjustment to our carryover balance from the 2015 allocation that was originally held in a district wide reserve.		
b) Institutional Effectiveness Committee (IEC)	Corey Marvin	b) The Institutional Effectiveness Committee will meet next week. Cerro Coso recently hired two new employees, who are located at IWV, to handle our institutional research needs. One of these employees will also serve on IEC.		

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c) Professional Development	Corey Marvin	c) The Professional Development Committee will meet next week.		
d) Accreditation	Corey Marvin	d) The deadline for the completed accreditation standards is December 8, 2017. It was noted that the document should be vetted through the appropriate groups for review before being submitted. The deadline to submit to the Board of Trustees is April 1, 2018. A quality-focused essay will be required. Corey Marvin will be completing the essay after the other documents have been completed.		
7. Constituency Reports a) Academic Senate	Jan Moline	a) The first Academic Senate meeting was today. There was discussion and a motion for changes in the Senate structure to improve workability and shorten the time of the meetings. The revisions will also be necessary to file a 501c3 so that the Academic Senate can open up their own bank account.		
b) Classified Senate	Paul Kuttig	b) The Classified Senate just recently underwent a resurrection and restructuring. The first meeting will be next week. It was shared that the Senate will be working with CSEA to make sure there is a cohesive effort and to make sure both groups know what their role is.		
c) Student Government	Samuel Kelley	c) The Student Government Executive Board has already met a few times. Student Government just met recently. They are currently working on finding students to work with the many committees on campus. Bakersfield College Student Government and Cerro Coso's Student Government have been working well together. Constitution Day will be celebrated on September 21. Coffee and snacks will be shared so the event is being called Coffee and Constitution.		
d) Consultation Council	President Board/ Jan Moline	d) Consultation Council is a district wide governing body that meets once a month with representatives from each college. The information shared at the Consultation Council meeting is then brought forward and shared with College Council. At the last meeting, the review and modification of board policies was still ongoing. The district budget was also presented by Chancellor Burke. The District Office is currently working on their program reviews. The announcement was made that they are moving forward with getting input for the program reviews. The district has scheduled a 10+1		

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		workshop on November 28, from 3-5pm, in Bakersfield. There is an option to attend by video. President Board encouraged all that could attend to do so. More information will be shared at a later date.		
e) Community College Association (CCA)	Joe Slovacek	e) The first meeting of CSEA was held on Monday. There is a new contract with printed copies available soon. There is a link to the electronic contract on the District Human Resources website under Board Polices.		
f) California School Employee Association (CSEA)	Mike Barrett	f) CalPERS has two vacant seats so voting will take place soon. The health care plan election is this month. The current labor relations representative is leaving and Michael Nolan will be taking over. They are working to fill the College Council seat as well as representatives on three Child Development Center hiring committees. CSEA is working with HR on parking permits for the main campus.		
8. Discussion Items a) Web Professional Program Review	Suzie Ama	a) Suzie Ama presented the Web Professional Program Review, which was accepted by College Council.		
b) College Council Survey	President Board/Jan Moline	b) The self-evaluation and the constituent survey results for 2016-2017 was shared with the group. A comparison of the results from the last two years was provided. It was felt that there has been a great effort to help everyone understand his or her role with participatory governance. It was recommended that we put out information on the electronic signage regarding participatory governance. The new Institutional Researcher, Ryan Khamkongsay, felt that next time we would do a more targeted survey or random push out for more accurate results.  President Board will be working with Human Resources to inform new employees on participatory governance.  President Board will be sending out information to all sites letting everyone know how they can access minutes, agendas, and supporting documents for College Council. There is also a site that everyone can view the agenda and approved minutes from College Council.		

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		<ol> <li>Action Items:         <ol> <li>All members of College Council should review the results of the survey with their constituents and bring back recommendations to improve communication and strategies for improving transparency and communication at the next College Council meeting. Completion Date: September 21, 2017.</li> </ol> </li> <li>President Board will be sending out information to all sites letting everyone know how they can access minutes, agendas, and supporting documents for College Council. Completion Date: September 21, 2017.</li> </ol>		
9. President's Report a) Cal City Industry Implications	President Board	a) President Board and Corey Marvin have been involved in meetings with interested people who are starting to grow the marijuana industry in Cal City. There has been a request from these individuals for Cerro Coso Community College to help with training of individuals on the agriculture aspect. There have also been meetings with hotel investors who would like to see if they might be able to acquire some of our land to build a conference center in downtown Cal City.  Another concern for Cal City is having enough skilled laborers to help with the construction boom. A conversation today shed more light on what the needs might look like in Cal City. There may be less of a need for cultivators but more of a need for security personal and business people such as accountants. The needs are still uncertain but Cal City has found its industry, which is expected to bring a population boom.		
b) Strategic Plan Revision Process		b) The strategic plan will be revised this year. During spring a task force will be put together to review our mission, vision, values, and goals. Corey Marvin will be working with our Institutional Research department to see how we did on our measurements.		
c) Census Enrollment		c) We had an overall growth of 5.2% on our census enrollment from fall 2016 to fall 2017 of full time equivalent students. The biggest increase has to do with dual enrollment and prison education.		

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d) Guided Pathways		d) Guided pathways was funded at \$150 million from the State. We are taking a specific team of people to training on how to write a long term plan and to do a self-assessment. Once that plan and self-assessment is complete, colleges will receive their allocated funds. The documents from the State were provided to the group for review.		
10. Review of Action Items	President Board/ Jan Moline	<ol> <li>All members of College Council should review the results of the survey with their constituents and bring back recommendations to improve communication and strategies for improving transparency and communication at the next College Council meeting. Completion Date: September 21, 2017.</li> <li>President Board will be sending out information to all sites letting everyone know how they can access minutes, agendas, and supporting documents for College Council. Completion Date: September 21, 2017.</li> </ol>		
11. Miscellaneous		N/A		
12. Future Agenda Items		<ul> <li>a) Onboarding New Cerro Coso Employees</li> <li>b) ILO Review</li> <li>c) Accessibility 508 Compliance</li> <li>d) Event Planning Form Presentation— Mike Campbell</li> </ul>		
12. Future Meeting Dates		September 7, 2017February 1, 2018September 21, 2017February 15, 2018October 5, 2017March 1, 2018October 19, 2017March 15, 2018November 2, 2017April 5, 2018December 7, 2017April 19, 2018January 18, 2018		
14. Adjourned		4:00 pm		

Meeting Chair: President Board Recorder: Jennifer Curtis O Open/C Closed