



College Council
 February 15, 2018
 Administrative Conference Room, EW 207
 2:00 p.m.

Present: Frank Timpone, Mike Campbell, Paul Kuttig, Joe Slovacek, Mike Barrett, John Daly, Lisa Couch, Corey Marvin, Kim Kelly, Jan Moline, Penny Talley, Deanna Campbell, Sam Kelley, Jon Heaton

Absent: Cheryl Fitzsimmons, President Board, Heather Ostash, Chad Houck, Lisa Stephens

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to order		2:03 pm		
2. Reading of the Purpose of the Meeting	Frank Timpone			
3. Approval of Minutes & Action Items	President Board/ Jan Moline	<p>Minutes approved.</p> <p style="color: red;">1. Committee Chairs were asked to review their committee’s charge and assess for accuracy in the Participatory Governance Model Handbook and send changes to Jennifer Curtis. Completion Date: February 15, 2018. Forward any non-substantial (names, titles, minor grammatical corrections to charge/mission statement) changes before March 1, 2018. If there are substantial (composition/number of members, major re-direction of charge/mission) changes it needs to be brought to College Council for review and adoption.</p> <p style="color: red;">Action Item: Committee Chairs will send changes to their committee’s charge, composition, evaluation and assessment to President Board and Jennifer Curtis to be added to the March 1, 2018, College Council agenda. Non-substantial changes should be sent to President Board and Jennifer Curtis to be added to the updated Participatory Governance Model Handbook. Completion Date: March 1, 2018.</p>		
4. Approval of Agenda	President Board/ Jan Moline	Agenda approved.		
5. Reporting Committees a) Facilities	John Daly	<p>a) The first meeting for the Facilities Committee took place recently and the following updates were provided.</p> <p>The Main Building is moving along and furniture plans are taking place.</p>		

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b) Safety & Security	Lisa Couch	<p>Transition plans are also underway. Old furniture will not be moved over. The Mammoth Science Modernization is completing the final punch list items. IT is installing equipment in the classrooms. M&O is taking care of last minute electricity that wasn't part of the contractors scope of work.</p> <p>b) The Safety and Security Committee met this morning and reviewed their section in the Participatory Governance Handbook. The committee will be working with Counseling for March safety topics. A drill will be planned for April.</p>		
c) Technology Resource Team (TRT)	Mike Campbell	<p>c) Met yesterday and discussed updates on the network throughout the different sites. All sites should be at a gigabyte within the next year. Sawyer Christman presented a student proposal to have a campus radio station. He is currently interning with a local radio station and he is going to inquire to see if they might be willing to host a college hour. It was recommended that the students approach Melanie Jefferies to see if she would be the Faculty Advisor. More information to follow.</p> <p>The Safety Awareness monthly program was presented. There was discussion regarding having board policy for social media. The example of Facebook accounts on behalf of the College were presented.</p> <p>The District Office has developed a 45 minutes Data Safety Course. All employees will be auto enrolled in this Canvas course. It will not be required but will be recommended for all employees to complete. Banner 9 navigation training will be provided on site in March and April. Dates will follow. Videos will also be provided.</p> <p>The District IT Governance Committee will be represented with three members from Cerro Coso, Mike Campbell, Chad Houck, and Gary Enns. The hardware replacement plan proposal was presented and approved. The summary sheet was presented to the group.</p> <p>A report out from PED Tech and Distance Education was provided at the meeting.</p>		
d) Student Success Support Programs (SSSP)	Heather Ostash	d) The committee did not meet.		

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<p>6. Associated Committees</p> <p>a) Budget Development</p> <p>b) Institutional Effectiveness Committee (IEC)</p> <p>c) Professional Development</p> <p>d) Accreditation</p>	<p>Lisa Couch</p> <p>Corey Marvin</p> <p>Corey Marvin</p> <p>Corey Marvin</p>	<p>a) The Budget Development Committee will meet at the end of the month.</p> <p>b) The Quality Focus Essay was discussed and the group settled on retention, clearing out barriers and improve the way we communicate with students in order to increase completion rates and all the things along the lines. The retention piece is the first part, getting students in to classes. The second piece is hitting benchmarks. We need to focus more on helping our students off board in helping them find jobs, and transitioning into the workforce. There was discussion as to what can be done to make our part time students more successful.</p> <p>There was discussion as to the SLO, Program Review, and Accreditation Committees being sub committees of IEC and should not be reporting committees of College Council. There was also discussion that Professional Development would fall into that category as well. Committee representation was also discussed. It was felt that classified staff should be added to IEC.</p> <p>e) The Professional Development Committee met Tuesday and worked on the Resource Request Analysis. On agenda.</p> <p>c) The Accreditation Committee has not met but they are continuing to work on the document. The Board subcommittee has requested to see standard I ahead of the March 31 deadline for the entire document.</p>		
<p>7. Constituency Reports</p> <p>a) Academic Senate</p>	<p>Jan Moline</p>	<p>a) Senate met today and talked about committee reporting responsibilities and that committees must follow the Brown Act rules such as posting agendas 72 hours prior to the meeting, and will also be responsible for a report out at the Academic Senate meeting.</p> <p>There was discussion of CSU Certification, Area D and the requirements for meeting the US History, Constitution, and Government. It would be up to ASCCCC if they would be allowed to use POLS C101 in both AREA D and U.S. H, C, & G. Will move to a vote at the next meeting.</p> <p>Online Education Initiative (OEI) was voted on today. PED Tech brought forward a resolution to join the exchange that was approved for Cerro Coso. OEI requires that certain items and procedures are followed. All syllabi must include a regular, effective and documentable contact statement. All course to be on the exchanges must be approved by a peer review team. Course development must follow a course rubric that uses “best practices for online instruction”. These</p>		

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<p>b) Classified Senate</p> <p>c) Student Government</p> <p>d) Consultation Council</p> <p>e) Community College Association (CCA)</p> <p>f) California School Employee Association (CSEA)</p>	<p>Paul Kuttig</p> <p>Samuel Kelley</p> <p>President Board/ Jan Moline</p> <p>Joe Slovacek</p> <p>Mike Barrett</p>	<p>measures were also adopted.</p> <p>Open Education Resource (OER) is an Ad hoc committee of ASCCCC for the last year. It was decided that the committee be referred to College Council to see if the committee should be part of participatory governance rather than a standing committee of ASCCCC. The proposal will be brought to a future College Council meeting.</p> <p>Incarcerated Student Education Committee in now an ad hoc committee of ASCCCC. The committee will come forward with recommendations for a standing committee or a task force for supporting education for incarcerated students.</p> <p>b) Has not met.</p> <p>c) Student Government is discussing the following events in March</p> <ul style="list-style-type: none"> • Intermural basketball • Color run • a parkour demonstration <p>A veterans club is being discussed. A more formal call out will be done to see what interest there is. There was discussion regarding an advisor. If the club moves forward Samuel Kelley will email Jan Moline to make a formal request for an advisor at the Academic Senate meeting. There is a group of students who sit in the art room in the LRC and also bring food into the room. It was shared that food is not allowed in the room and the room is not necessarily for students to congregate. Sam Kelly will email John Daly for possible recommendations for the students.</p> <p>d) Consultation Council is continuing to review classified members serving as adjunct faculty and also what the blended funding formula might look like. Any concern or feedback should be brought by your representative to Consultation Council.</p> <p>e) An update on the adjunct issue that was discussed at the last College Council meeting was provided.</p> <p>f) No report.</p>		
<p>8. Discussion Items</p> <p>a) Resource Request Analysis –</p>	<p>Mike Campbell</p>	<p>a) The Resource Request Analysis for Technology was presented.</p>		

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Technology b) Resource Request Analysis – Maintenance & Operation c) Resource Request Analysis – Professional Development	John Daly Corey Marvin	b) The Resource Request Analysis for Maintenance & Operation was presented. c) The Resource Request Analysis for Professional Development was presented.		
9. President’s Report	President Board	No report.		
10. Review of Action Items	President Board/ Jan Moline	1. Committee Chairs will send changes to their committee’s charge, composition, evaluation and assessment to President Board and Jennifer Curtis to be added to the March 1, 2018, College Council agenda. Non-substantial changes should be sent to President Board and Jennifer Curtis to be added to the updated Participatory Governance Model Handbook. Completion Date: March 1, 2018.		
11. Miscellaneous		n/a		
12. Future Agenda Items		a) Resource Request Analysis – Staffing & Marketing b) Onboarding New Cerro Coso Employees c) ILO Review d) Accessibility 508 Compliance e) Event Planning Form Presentation– Mike Campbell f) IT Program Review		
12. Future Meeting Dates		September 7, 2017 February 1, 2018 September 21, 2017 February 15, 2018 October 5, 2017 March 1, 2018 October 19, 2017 March 15, 2018 November 2, 2017 April 5, 2018 December 7, 2017 April 19, 2018 January 18, 2018		
14. Adjourned		3:46 pm		

Meeting Chair: President Board

Recorder: Jennifer Curtis

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