



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

Present: Mike Campbell, Paul Kuttig, Joe Slovacek, John Daly, Lisa Couch, Corey Marvin, Kim Kelly, Jan Moline, Penny Talley, Cheryl Fitzsimmons, President Board, Heather Ostash, Lisa Stephens, Jon Heaton, Mike Barrett, Frank Timpone, Chad Houck, Deanna Campbell, Sam Kelley

Absent:

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to order		2:09 pm		
2. Reading of the Purpose of the Meeting	Frank Timpone			
3. Approval of Minutes & Action Items	President Board/ Jan Moline	Minutes approved. No action items.		
4. Approval of Agenda	President Board/ Jan Moline	Agenda approved.		
5. Reporting Committees a) Facilities	John Daly	a) Facility projects are currently being reviewed as well as the committee's charge in the Participatory Governance Model handbook. Changes have been made and will be forwarded to Jennifer Curtis. Main building construction is moving forward and the first floor is in the final stages with the ceiling going up and the lights are being installed. The second floor has a lot of finish work being done. The third floor is in the heavy equipment wrap up phase and they are about to start on the finish work. Final decisions on the colors for the building are being done now. The glass people are on site making changes and installing more glass. The anticipated date to move in is at the end of June and throughout the summer.		
b) Safety & Security	Lisa Couch	b) The Safety & Security Committee has a new classified member on the committee, Sherri Windish. Meetings have taken place with different groups on campus regarding the safety calendar. The spring evacuation drill will be in the afternoon on April 18. The replacement		

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<p>c) Technology Resource Team (TRT)</p> <p>d) Student Success Support Programs (SSSP)</p>	<p>Mike Campbell</p> <p>Heather Ostash</p>	<p>position for the Safety & Security Manager is in the interview stage and hopefully selections will be made soon.</p> <p>c) The safety and security awareness video was shown during the last meeting and can be viewed at https://it.kccd.edu/resources/. Also on that site staff can view updates on IT projects and scheduled maintenance. The Exchange is moving to the cloud and the advantage to all staff members will be the increase in mailbox size. Zoom meeting was used during the last meeting and it was the consensus of the committee that the TRT Team make a recommendation for use of Zoom technology during all meetings. Further discussion will take place regarding transitioning iTV to Zoom in the future. There was discussion regarding the generic agenda and minutes not being in an accessible format. President Board and Jennifer Curtis will work with Sylvia Sotomayor to develop accessible forms.</p> <p>Action Item: President Board and Jennifer Curtis will work with Sylvia Sotomayor to develop an accessible agenda and minutes template for use across Cerro Coso Community College. Completion Date: Ongoing</p> <p>d) The focus has been on guided pathways and working on the work plan that reflects the initial priorities that came out of the self-assessment. Training and professional development has also taking place with the group attending meetings in Pomona and Fresno. There has been discussions regarding a faculty group attending Plenary this year because the focus is on guided pathways. Jan Moline will look further into that as the Academic Senate President.</p>		
<p>6. Associated Committees</p> <p>a) Budget Development</p>	<p>Lisa Couch</p>	<p>a) The committee is meeting on a weekly basis. Changes were made to the participatory governance page and forwarded to Jennifer Curtis. The budget calendars have been reviewed and it was decided that on April 26, the committee will present the 2018-2019 budget to College Council. The committee is still working on cutting 1.8 million. Permanent labor has increased by 1 million, which equates to 200 FTE, since this time last year. That number will increase once negotiations are complete. Under the current funding formula from the state, there</p>		

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<p>b) Institutional Effectiveness Committee (IEC)</p> <p>c) Professional Development</p> <p>d) Accreditation</p>	<p>Corey Marvin</p> <p>Corey Marvin</p> <p>Corey Marvin</p>	<p>is no way Cerro Coso Community College can keep up with the increase. Colleges throughout California are having the same issue with the growth model. The model is now being reviewed at the state level. There should be a decision on the funding formula by July 1.</p> <p>b) The committee discussed guided pathways with the visiting Achieving the Dream coaches. During the work on the accreditation document it became clear that there is an expectation that the college is looking at the data it collects. Now the question is who is looking at the data on a consistent basis. A rough schedule was developed regarding what committee or working group should be looking at what data and the schedule they should be on. The schedule will be shared once it's complete. The composition of the IEC is being reviewed and changes will be brought to college council. All Program reviews have now reached their five year cycle which is a huge feat. IEC is now in a position to start looking at ways to make the document more meaningful so reviews will be done on the template and suggestions made. The Outcome Assessment group continues to do work but has had some slowdowns due to the eLumen implementation.</p> <p>c) The committee has not met since the last College Council meeting. The faculty subcommittee will be meeting to streamline the faculty professional development process.</p> <p>d) The steering committee is not currently meeting. A complete draft of standards 1-4 and the ISER is due March 31, to the Board of Trustees (BOT). The entire document is due to BOT by May 4, 2018.</p>		
<p>7. Constituency Reports</p> <p>a) Academic Senate</p>	<p>Jan Moline</p>	<p>a) The following Program Reviews were affirmed at the meeting today: Paralegal, Kinesiology, Administration of Justice, Library, and Welding. A universal progress report was developed and will be used across the college. When used by email it will require the student to electronically fill in their name, student ID, and email so that faculty have the necessary information to respond. When printed the areas are outlined and instructions in bold ask students to complete the</p>		

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		<p>same information. Printed forms are used to encourage students present them during office hours. However, for online courses or adjunct faculty they may be sent by email. The ad hoc Committee for Incarcerated Student Education brought back a recommendation that a task force be developed so that it is participatory governance committee. President Board will need additional information from Academic Senate prior to a decision being made. The Ped/Tech (Pedagogy and Technology) committee regularly updates recommendations for Online Instructors and shared their revisions to the "Authentication and Integrity" Recommendations at the meeting. Revisions were approved. However, faculty brought up an issue with "fake" students. VP Heather Ostash has not been made aware of any issues with student authentication and stressed that if there was any concerns to please address them with her so appropriate action could be taken.</p>		
b) Classified Senate	Paul Kuttig	<p>b) The constitution has been finalized and changes were made to the Classified Senate page in the Participatory Governance Model handbook. An announcement went out this week regarding nominations for the Classified of the Year.</p>		
c) Student Government	Samuel Kelley	<p>c) The parking permit kiosk in the main parking lot has not been working properly so the students were instructed to contact John Daly if they encounter a problem. There are no changes to their page in the Participatory Governance Model handbook. There is no student representation on the Accreditation Steering Committee at this time. Since there will be no more meetings until the fall it was decided that a student could be appointed at that time. Student elections will be taking place in April with nominations starting on April 2. Faculty of the Year nominations will be done at the same time. Student Government has requested a shift from Region 9 to Region 5. It is the consensus of their group that they feel more a part of Region 9 which includes Porterville and Bakersfield College. VP Heather Ostash will research what that might mean for the group and if there would be any negative repercussions.</p>		
d) Consultation Council	President Board/ Jan			

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e) Community College Association (CCA) f) California School Employee Association (CSEA)	Moline Joe Slovacek Mike Barrett	d) No new meeting since the last College Council meeting. Chancellor Burke will be meeting with the Academic Senate President's to discuss how the Board Policy revisions were handled. e) The security incident at Porterville College was discussed and an MOU was sent to the Chancellor regarding emergency preparedness. Mileage is still being discussed. f) The MOU on the orientation process was signed off. The summer hours will be discussed at the District on March 29.		
8. Discussion Items a) Event Planning Form	Mike Campbell	a) The revised Event Planning Form was shared with the group. The form can now be sent through an electronic queue. The assistant in the area where the form is originating will take the completed form and submit for signatures. Once all signatures have been obtained the event will be placed on the Facilities Calendar. Forms must be submitted at least three weeks prior to the event. Make sure that the administrative assistants are also putting events in the room schedule to hold the rooms. Training has taken place with a large number of administrative assistants. If additional training is needed contact Mike Campbell.		
9. President's Report	President Board	a) No report.		
10. Review of Action Items	President Board/ Jan Moline	1. President Board and Jennifer Curtis will work with Sylvia Sotomayor to develop an accessible agenda and minutes template for use across Cerro Coso Community College. Completion Date: Ongoing		
11. Miscellaneous		n/a		
12. Future Agenda Items		a) Onboarding New Cerro Coso Employees b) ILO Review c) Accessibility 508 Compliance d) Program Reviews e) Academic Senate Incarcerated Students Committee Proposal		
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		

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		November 2, 2017 April 5, 2018 December 7, 2017 April 19, 2018 January 18, 2018 April 26, 2018 May 8, 2018 If needed		
14. Adjourned		3:41pm		

Meeting Chair: President Board

Recorder: Jennifer Curtis

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