

**Academic Senate Council Minutes
Contra Costa College
2600 Mission Bell Drive, San Pablo, California 94806
Monday, December 2, 2019**

Call To Order with Introduction of Guests at 2:15p.m. in GE305.

Committee members in attendance:

Academic Senate President: Katie Krolkowski

VP/CIC: Mark Wong

SS Rep: Luci Castruita, Lorena Gonzalez

LAVA Rep: Erica Watson

NSAS Rep: Leslie Alexander

Distance Ed Rep: Vacant

LA Rep: Randy Carver

CTE Rep: Lucile Beatty

Members not in attendance: Mike Kilivris

Guests in attendance: Karen Ruskowski, Jon Celesia, Christina Paul

AGENDA ACTION ITEMS

December 2 agenda

ACTION: Approved

MOTIONED: Leslie

SECONDED: Lorena

ALL IN FAVOR: Katie, Mark, Leslie, Luci, Lorena, Lucile, Erica, Randy

ABSTENTIONS: None

November 18 minutes

ACTION: Approved

MOTIONED: Leslie

SECONDED: Mark

ALL IN FAVOR: Katie, Mark, Leslie, Luci, Lorena, Lucile, Erica

ABSTENTIONS: Randy

NEW BUSINESS

College Plans and Budget Requests

Strategic Plan Process Guest presenter Christine Paul, consultant for the CCC Planning Committee, explained the process and the tasks involved. There will be a community forum on December 11 from 2:30-4 to gather campus-wide input. After a short ASC meeting from 2:15-2:30, the Senate will host a Strategic Planning flex event on Monday, December 16 from 2:30-4pm. At All College Day, the major framework outline will be discussed. The outline is on the website under Accreditation.

Committee Highlights

Operations Committee: The Operations Council is now in charge of updating the College Procedure Handbook. A Path of Decision Making process is being created. Katie reviewed with the senate the vision of approval process.

Plans for predictable “emergency” situations need to be created. When classes were canceled during the fires, nursing students scheduled at clinics did not attend. There should have been a plan in place for that situation. The senate gave input for consideration of the plan.

- The plan should be campus to campus, not district-wide
- When rolling blackouts occur
- Plan for generators
- There should be a deadline for announcement instead of the need to check hourly
- Email and text alerts should occur

FSCC: The DVC budget/planning document, Roles, Responsibilities, and Processes, was introduced by Katie. This document describes the DVC decision-making and resource allocation processes and the roles and responsibilities within those processes. Katie believes CCC would benefit from creating and following a

similar fashioned document.

Hiring

Update on plans for filling vacancies

- **Vice President** This will be a permanent position hire. The process will begin in February.
- **Dean of Economic Development** The hiring process will be later in spring.
- **Marketing Director** The president wants someone on contract for this position.

BOX2A Update November 15 was the deadline for requests.

Report on faculty nomination for hiring of Asst. Dean of Nursing and Allied Health All four faculty who applied to participate will be on this hiring committee.

Faculty Committee Membership: Katie distributed a handout to the senate to review.

Accreditation The College Council will review the "Drafty Draft" on December 12. A campus-wide email to invite feedback on the draft via an online survey will be sent out. Accreditation reps will be visiting groups.

Continuous Improvement of ASC Committees

Equivalency: A proposed workflow/procedure document was distributed.

Faculty Affairs: The Academic Senate Bylaws will be amended to remove the Faculty Affairs committee at the next senate meeting.

CIC: There will be a CIC training scheduled during Flex Week on Wednesday, January 22 from 1 to 3 pm. This training is required annually by the state for anyone who participates in the curriculum approval process. Suggested topics will be CTE, Non-credit, AB705 issues, and certificates leading to degrees.

ASC: There will be no flex activity scheduled for ASC, but the focus will be on CIC during Flex Week.

COMMITTEE REPORTS *Written updates provided from Representatives on items for approval, input, or discussion brought up by representative.*

Professional Development (Palacios) Besides NEXUS, the committee is planning a Spring Pedagogy Conference. The PD assistant and coordinator are working on setting up Cornerstone (our new flex managing system).

College Council (Krolikowski)

1. Changes to the College Handbook flow through Operations.
2. Constituent representatives on shared governance should communicate back to senates. Should a rep from each committee be required to attend College Council?
3. CCC could benefit from yearly training/education on shared governance.
4. The budget process could use updating to match new statewide funding.
5. Campus-wide initiatives (e.g. SEAP, SWF, GP) could be better integrated into governance structures.
6. There are funds left in the IEPI grant related to morale.
7. An eLumen implementation team reported on a discussion about how eLumen was chosen ensued. eLumen will affect Planning, SLO and Curriculum.

Distance Education (Kilivris) If approved by the DE Committee, we would like the ASC to review and approve the new DE Faculty Handbook for adoption next semester.

Career Technical Education (Beatty) Input from Senate and Department Chairs on backward mapping of SLOs and Assessment options will be coming.

Council of Chairs (Ferguson) Collegiality in Action: Effective Participation Training becoming a part of onboarding new faculty hires to increase awareness of professional obligations (participatory governance) outside of discipline, ASC should encourage new faculty within the last 5 years to participate in the training.

President's Cabinet (Krolikowski)

1. A budget/funding explanation meeting is planned for future Presidents Cabinet
2. Katie is to try and gather Strategic Enrollment Management group history to prep for forming a SEM committee

Faculty Senate Coordinating Council (Krolikowski) Plenary included.

1) Budget - DVC has a newly documented resource allocation model that ties to planning, a ranking of budget requests, and College Council; LMC and CCC have much less clear budgeting processes - not well linked to planning.

2) Hiring: 4CD policy is that college president (or designee) appoints faculty members to hiring committees. LMC working on a proposal for ASC president to appoint - which is what most districts across the state do.

Discussions of:

- a) not dividing hiring committees into paper/interview - no legal reason not to
- b) changing timing of job description until after committee forms
- c) EEO committee - focus on 2nd minimum qualification

3) Intersession - DO will study this. CCC has included option in GP mapping. DVC notes athletes often attach to fall semester for eligibility. Short-term course model popular among students (115th college uses it). Possible to negotiate intersession and varied summer sessions for 21-22 year (due Oct 15, 2020)

District Governance Council (Krolikowski)

1) Gene Huff gave Chancellor's report: Higher education act in US congress keep an eye on. SCFF may be adjusted for COLA. CCC interim president search wrapping up.

2) Upcoming Nov governing board meeting is a study session on HS graduation/outreach. CCC new science building - site preparation contract complete/paid. Enrollment/sustainability item. District functional map.

3) Conflict of interest policy change - online portal will house

4) Luci Castruita and Paul DeBolt have officially submitted retirement paperwork.

Note that 4CD board meeting of Nov 13 included info on WCCUSD graduation and enrollment at CCC.

Raises for many academic deans at CCC on the agenda. Sabbatical leave reports approved. FSAs assigned for newly hired FT faculty members. Two payments for building/facilities work done at CCC. Functional map (DO and college responsibility for accreditation reporting) approved. Sustainability report submitted. 4CD budget report presented. Luci Castruita and Paul DeBolt retirements accepted. Dr. Bell's contract approved.

AB705 workgroup (Krolikowski)

1. Question of whether Non-Credit course taking starts the AB705 "clock".

2. Discussion of the overall budget and how relates to AB705 work and hiring discussed (resource scarcity in the future?)

3. English, Math, and ESL shared how AB705 work is going in department. ESL will be testing flowchart for student-course selection in January. Non-credit courses to mirror credit created. F2020 will offer. Math suggests that the schedule display of AB705 related options be made more student-friendly. This was brought up last year and got brushed aside - caused enrollment problems. Return of Math115/118 content? Discussion of enhanced non-credit certificates as a possibility. Math reported anecdotal success from support courses - from certain instructors. A kind of experiment related to advising for taking support course and also having H.S. English is happening between MCHS and Gateway students. English - will make flyer to explain 1A vs 1AX, going on website. Discussion of W grade.

Equivalency Committee (Krolikowski) Four new equivalency requests were reviewed. A procedure/FAQ guidance document is being prepared for approval at the ASC early in Spring 2020.

Sustainability Committee (Sharkes) Culinary Department installed a new composting program partnering with Republic Services to dispose of food waste. The Culinary Department began using bamboo eating utensils for the to-go food program.

Operations Council (Krolikowski) The main topics the OC addressed were: reviewing and making necessary changes to the College Procedures Handbook and CCC Governance and Decision Making Process. It seems there is a need to clarify the hiring process in the Procedures Handbook, which Jason Berner will re-word the explanation of the two hiring processes (one for faculty, one for classified).

PRESENTATIONS FROM THE PUBLIC/ANNOUNCEMENTS/OPEN DISCUSSION

There were no presentations from the public. Sarah Boland will be replacing Luci as a SS division rep.

Adjournment

The meeting was adjourned at 3:50 pm. The next meeting will be December 16 2019.

Respectfully submitted,
Lynette Kral