

Contra Costa College
2600 Mission Bell Drive
San Pablo, CA 94806

COLLEGE COUNCIL MINUTES
February 11, 2009
2:30 p.m. LA-103, Liberal Arts Building

Present: Classified: Alma Cardenas, John Christensen, Joyce Edwards, Mercy Pono, Teresina Steffes
Faculty: Richard Akers (Chair), Lee Brelie, Vern Cromartie, Leverett Smith, Wendy Williams
Management: Helen Kalkstein, Carol Maga, Mariles Magalong, McKinley Williams
Students: Jim Gardner, ASU Senator

Absent:

Guests: Jason, Berner, Tim Clow, Donna Floyd, Frank Hernandez, Michele Jackson, Bruce King, Yolanda Mendoza

1. **Call to Order** - The meeting was called to order by Chair, Richard Akers at 2:35 p.m.

CONSENT AGENDA - ACTION ITEMS

2. **Approval of the Agenda** – The agenda was approved with the following revisions: Richard requested to move Item #7 as the first Nonconsent Agenda Item as Mercy has to leave early and move Item #4 ahead of the business agenda as per leadership's request.
3. **Approval of Minutes from December 10, 2008** – Minutes were approved.
4. **Recognition of Classified Employee of the Semester** – Mack congratulated Yolanda Mendoza for being selected by management as the "Employee of the Semester." Yolanda's photo will be displayed in the Three Seasons Restaurant and she will also receive a free lunch at Three Seasons. Mack said Yolanda does a masterful job in the Student Services Center. She is often times our resident Spanish-speaking translator and she is known for her professional attitude. Students, managers, faculty and classified have the utmost respect for Yolanda. Her efforts in her area have helped to create a premier student services unit.

ACTION ITEMS REMOVED FROM CONSENT AGENDA

NONCONSENT AGENDA - ACTION ITEMS

5. **Proposal from Classified Senate on Renaming of SSC Building** – The Classified Senate is proposing to rename the SSC the Martin Padilla Student Services Center. Mercy distributed a copy of the e-mail from Martin's widow and the Senate's proposal of the renaming of the building. Mercy read her letter to College Council explaining the senate's reasons for their proposal. Letter reprinted:

To the Members of the College Council:

For 19 years, Martin Padilla served our students, faculty, managers and staff with a dedication and commitment that is unrivaled by anyone not just at our campus, but in our district as well. Martin epitomized the true essence and meaning of student service. Indeed, his service went beyond the duties listed in his job description and the policies and procedures he was bound to. Martin met every request with the same amount of enthusiasm and intensity no matter how difficult it was or who it came from. After his tragic death, many members of all four constituent groups spoke and wrote of Martin's exemplary service. Every organization should have a "hero" that its employees can look up to, admire and aspire to be like. Stories of this hero should be passed on each new employee as a testament of the high

standards that our institution strives to maintain. Martin Padilla is our hero. He was a mentor and friend to our students, the "go to" person for our faculty, the "always can rely on" employee for our managers and the most outstanding of the classified staff. To name a building after an individual is a high honor and tribute, but it is also reflective of the values of the institution. No one is more deserving of this honor, and no one embodied the values of our college in the same manner that Martin did.

*For this cause, the Classified Senate Council respectfully proposes that the name of the new Student Services Building be changed to the Martin Padilla Student Services Building.
Respectfully,*

*Mercy V. Pono
Classified Senate President*

There was the suggestion to change the Student Services Building to Student Services Center. The proposal will be to rename the building as the Martin Padilla Student Services Center. Mack thanked the classified staff for bringing this proposal forward and Richard thanked Mercy for taking the lead on this effort. This item will be brought back to the next meeting for a second read and vote.

6. College Website Redevelopment Update – Carol addressed this issue stating we have been working on revising our website for the last six months. Carol distributed the CCC Website Revision Plan. Our website will be audience based – not college organized based; primarily focused on students; will incorporate Clarus Marketing recommendations; easy to navigate, well organized, visually pleasing; will reflect its status as a primary marketing tool of the college; students will be able to retrieve necessary information and contact employees with questions if need be; and the webpages will be ADA compliant. Carol stated we have a core implementation group, that includes students, looking at the software we will use for updating our website. Each department will become responsible for updating their area (pages) on the website. Carol said we will take the drafted website to our student government for feedback. Once the website is further developed, the draft website will be brought to College Council. They are incorporating excerpts from College documents such as our catalog, schedule, etc. where applicable. The revision plan also included the timeline for completion of the website. It is scheduled to be up and running by December 2009. The group is trying to stay within their budget. Wendy said as a faculty member she relies on the web page. She expressed concerns that other constituencies than students need to be taken into consideration in the redesigning of the webpage. Wendy said we need to keep the web site as an archival source of information. Carol reminded everyone that in April we will have Portal access that will allow internal users greater access to information. Carol assured Wendy that all of the information needed by employees will also be built into the web site. Helen asked if there will be procedures for the frequent updating. Carol said yes. The web site will be so large that it will be necessary to have the employees who know the information be responsible for the updating it. Carol said there is a test website. Carol said they researched a lot of colleges' websites and developed a basic look they liked. They are now at the point of organizing the content. The URL for the test site is <http://dalmation.contracosta.edu>.

7. Basic Skills Committee – Funding Proposals – Jason began by reminding everyone he is the chair of the Basic Skills Committee. Jason suggested this item be a standing item on the College Council agenda as they will often need approval for their budgetary requests. Jason continued to report that at their meeting yesterday they voted to approve two proposals he distributed: \$1,901.95 for the purchase of video equipment to support Gabriela Segade's research on ESL instruction, and \$25,000 to support Supplemental Instruction in Academic Skills classes for the spring 2009 semester. Gabriela

requested funding to purchase video equipment to record students. Gabriela has student releases for videotaping her students. She is using this project as part of her Ph.D. thesis and is willing to hold workshops for our faculty to share her information. Jason said there is a Basic Skills folder in the “S” drive and the grant application is posted there. Any applications must meet the criteria set up by the Basic Skills Committee. Jason shared the website that gives the best practices in applying for these grant monies. Leverett asked what the supplement instruction consists of. Jason responded that supplement instruction includes peer tutors in the classroom perform tasks similar to a master student. They also hold review sessions outside of class. Peer tutors used to be funded from the Title III grant but that grant has ended. Carol asked Jason if he would bring a report back to College Council at the end of the year showing what they have accomplished as well as their budget usage. Jason affirmatively replied. The two funding proposals will be brought back to the next College Council meeting after the constituency leaders bring the proposals back to their constituencies for further discussion.

8. EEOAC – Campus Committee Proposal – Constituency Vote – Mariles said

the representatives from faculty have already been selected – Vern Cromartie and Richard Akers. Mariles is automatically on the committee because of her position and Terence Elliott is the management council representative. The Local 1 representative is Linda Armistead and the Classified Senate representative is Chau Tran. We do not have an ASU representative yet. Mariles explained the committee is part of the State plan that mandates an Equal Employment Opportunity Advisory Committee at each campus. The other two colleges in our district already have their committees and the district-wide committee has been meeting for a while now. The district’s Equal Employment Opportunity Plan, which was developed by DEEOAC, has not yet been approved by DGC. One of its first actions of the district-wide committee is to send a cohort to the Museum of Tolerance in Los Angeles. Upon the cohort’s return, there will also be a discussion of activities to increase that awareness of tolerance among ourselves.

A vote was taken to approve our campus EEOAC Committee after a brief caucus: Faculty - yes; Management – yes; Students – yes; Classified - yes

9. Accreditation Recommendation 4: In order to further improve college governance the college should establish a policy for regular evaluation of its governance policy and processes.

Mack distributed a draft policy for reviewing our governance and decision-making process as well as our governance and decision-making flow chart (processes) that are listed in the College Procedures Handbook. Mack said we were one of four community colleges that received a favorable re-affirmation report from the commission. One of the recommendations our team gave us was to periodically review our governance process. Mack said we have not reviewed our process in a long while because it has been working seamlessly. Tim develops the employee survey that includes governance process questions. Mack suggested we use the survey to find out how well our processes are working. The survey is completed every five years. Tim said this semester we will be distributing the survey. Mack said if we make any changes on our governance policy and process, the changes would be implemented the following semester. Any member from any one of the college constituencies may also propose a change to the governance process; however, proposals submitted by members of a constituency must have the support of that constituency. Mack suggested the constituencies take this draft back to their constituencies and College Council will vote on it at the next meeting. Lee wanted to know where the Council of Chairs Committee is included on the flow chart. Mack and Carol replied that Committee would be included in the College Sector Committees or Organizational Unit.

There was some discussion about minutes from college meetings being posted on the public folders on Outlook. Wendy suggested there be links on the new website to these folders. Mack indicated that minutes from all governance groups are posted on the Outlook Public Folders. Employees need to read these minutes if they are interested in a particular committee or issue.

INFORMATION/DISCUSSION

10. Remodel and Other Measure A Activities – Carol sent out a comprehensive list via e-mail the other day. She said there are a lot of projects that include the following: committees for the SA and the Classroom buildings will meet with the architect to design both buildings and Phase I of the Facilities Master Plan; the FPP for the New Science and Applied Health Building will be completed (this building is up for 2011/12 state bond funding); the athletic field and track – phase 1 will be completed that includes resurfacing of the field and track; the athletic field and track – phase 2 will be in construction and that includes upgrading the area around the field; an aerial and ground survey of the campus will be completed to facilitate the Facilities Master Plan implementation; parking lot re-paving will be constructed; a well and storage tank will be in construction for watering our athletic fields; the high voltage infra-structure, some water lines and dysfunctional valves will be upgraded; the AA building remodel for Speech and Math is being reviewed by the State Division of Architecture; the Music Building Committee will meet with the architect to design, remodel and seismic upgrade the building; the SSC flooring alternatives are being reviewed and final punch list should be completed; and the Rheem Creek restoration project is restoring the creek side flora to native plants in the section of the creek between the SSC and the parking lot. Projects ongoing during the summer will be the LA Building seismic retrofit; the Biology's buildings cool air conditioning system will be completed; and the VA Building siding and roofing project will be in construction. Classes will continue in these buildings. Carol continued to report the ADA list for the campus is complete and prioritized all of our ADA access needs. We are also looking at a putting an elevator in the GA building. Helen asked if we anticipate any problems with access to classrooms when remodeling the AA building. Carol said it might be a little crowded. Nothing is happening with the Art Building yet. The new classroom building will be located approximately where the Humanities Building is now. The same architect is working on the SA Building, the Classroom Building and the new quad. Our master plan has a projection photo of where the new Classroom Building will be located. Wendy suggested we think about being able to provide a nice location for graduation that may include wind breaks in order to hold the graduation outside. Mack thinks the new quad would not be able to accommodate our graduation. He also said that changing the location of graduation is not a decision to be made by a small group. All constituencies would have to support his change. Carol said most colleges hold their graduation during the day on their athletic fields. The quad area between the SSC and the new Classroom Building will be designed to accommodate concerts. The old amphitheater will be torn down and replaced with a new "greener" amphitheater. Graduation venues were not considered in our master planning. The demolition of the H Building will happen first and the new Classroom Building will built in its place. Then we can think about demolishing the LA Building. The budget for the retrofit of the LA Building is somewhere in the \$400,000 range.

- 11. Budget Update** – Mariles distributed the annual unit plan form as well as the initiatives and the rubric for the budget augmentation. The budget augmentation monies come from our generous CCC Foundation. The maximum amount a department may request is \$5,000.00. Mariles explained for instructional units the rubric states part of the criteria is productivity and academic units do not have to submit that information. The budget committee will retrieve the productivity information from Research and Planning. Productivity is retrieved from Cognos for the past two semesters. Cognos does not include the retention rate. Course SLOs are submitted to the Academic Senate Office. Wendy said the assessments for SLOs are not being submitted yet. Progress reports need to be submitted. The Instruction office receives the progress reports on SLOs. Donna said she is also centralizing lists of the progress reports, SLOs, etc.

Mariles continued her budget report stating we have a carryover of instructional equipment monies from prior years which is about \$200,000 but some of this money has already been committed for the leases for the pianos, planetarium costs, etc. The Budget Committee decided to ask the four divisions what their two top priorities are and submit a rubric for their needs in order to access instructional equipment monies. However, since then, Mariles said she was informed that we will probably receive zero dollars in

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instructional equipment. We were told do not spend because the State may retrieve it. Augmentation requests are due at the end of March for departments and the end of April is the deadline for everyone else's unit plans (those not requesting budget augmentation).

12. Constituency Reports – John said classified has no report. Leverett said faculty has no report. Richard said the faculty has completed their survey but he is unwilling to discuss it until he confers with the Academic Senate. Mack reported the managers had Datatel training at their last meeting. They are also planning a Great Managers Seminar for one day at the Hotel Mac. This seminar is similar to the Great Teacher Seminar.

13. Announcements – Wendy announced the Alpha Gamma Sigma Honors Society is planning a fundraiser in order to attend the conference in Los Angeles. The fundraiser is to collect 20% of the proceeds from everyone who patronizes Chevy's Restaurant on a designated day. Maritza Vande Voorde took over the Alpha Gamma Sigma Honors Society from Carol Barrick and Maritza has volunteered to drive students to Los Angeles. The funds raised will help pay for Friday and Saturday lodging and meals. The students pay for part of the trip themselves to ensure their attendance. Mack suggested they develop a budget for the trip so the college community could make donations at will. Wendy will pass on the suggestion.

John said the Office of Economic Development is sponsoring a Chevron night at 6:00 p.m. in the Fireside Room on Feb. 25th. Chevron is recruiting 100 to 150 employees each year for the next few years in order to replace for operators and lab technicians who are retiring.

14. Next meeting is scheduled for March 11, 2009.

15. Meeting adjourned at 4:12 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President

Proposal Format

Please use this form when submitting a proposal within the College decision-making process. If necessary, you may expand on additional pages that you attach to this summary page.

Date: February 11, 2009
To: College Council
From: Classified Senate Council

Procedure/Policy/Plan being proposed:
Renaming the new Student Services Building to "The Martin Padilla Student Services Center"

I. Problem being addressed:
N/A

II. Procedure, policy, or plan being recommended: (Provide details)
This proposal meets the criteria of Procedure C3018.0 based on the following:

- **Martin Padilla was, and is still, widely respected by our campus community as well as the community in which he lived.**
- **He made an exceptional and unique commitment of service to the institution that is lasting and memorable.**
- **At least six months have passed since his tragic death.**
- **Written approval of this proposal has been obtained from his widow, Nanette Barce-Padilla. (Please see attached)**

III. The following persons or groups were consulted regarding the above procedure, policy or plan recommendation:
The naming of the new Students Services building after Martin Padilla was first proposed to our campus community by a member of the management staff. The Classified Senate discussed this proposal with its constituent group. This proposal was also discussed during College Council meetings and received support from students and faculty. The family of Martin Padilla has given written consent to the proposal.

IV. Reasons for forwarding the above procedure, policy or plan:
(In other words, why this solution rather than another? What are the benefits of this solution?)
N/A

Do not write below this line:

Discussion Date: _____ Outcome: _____

Decision Date: _____

Cc: Proposer Signed: _____