

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

**COLLEGE COUNCIL MINUTES
May 13, 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: James Gardner
Guests: Jason, Berner, Bruce King, Andrew Kuo

1. **Call to Order** - The meeting was called to order by Chair, Richard Akers at 2:40 p.m.

CONSENT AGENDA - ACTION ITEMS

2. **Approval of the Agenda** – The agenda was approved.
3. **Approval of Minutes from April 8, 2009** – Minutes were approved.

ACTION ITEMS REMOVED FROM CONSENT AGENDA

NONCONSENT AGENDA - ACTION ITEMS

4. **Basic Skills Committee Funding Proposal** – Second Read – Jason Berner
Jason distributed an updated plans list from yesterday’s Basic Skills meeting. Jason said the basic skills committee is discussing the definition of a “basic skills” student? We are also examining our programs. There was some discussion about the percentages listed on the updated plans sheet such as the First Year Experience Retention and Success Rates. Jason said the dates should be corrected to read 2008/2009 not 2009/2010. Jason said we are using AARC data. We are looking for increases. Even though the AARC data says we are doing poorly, we show other measures of success. We are looking at our additional measures. Jason gave the example of an ESL student who learns English within the first year and drops out of ESL classes and then enrolls in Automotive classes to ultimately find employment in the Automotive field. AARC considers this student a failure as they were not retained for promotion into progressive ESL classes. Tim said there needs to be some education about deciphering the AARC data. Helen said they are looking at best practices at other schools and we are sending some faculty to conferences. A vote was taken to approve the proposed plans presented for the first time at the April College Council meeting:

- 1) Professional Development: \$15,000; 2) BSI Coordinator (20% release time): \$15,000; and 3) Research: \$10,000

Faculty – yes, Classified – yes, Management – yes, Students – yes

College Council had an electronic vote on May 14, 2009 to approve the other two items that were inadvertently overlooked at the May 13, 2009 meeting:

- 1) Zolayma Martin’s overtime for basic skills’ secretarial support; and 2) two adjunct basic skills faculty (Rana Lee Berman and Wendall Douglas) attendance at a workshop this weekend (East Bay Career Advancement Academy in Sacramento).

Faculty – yes, Classified – yes, Management – yes, Students – yes

The Basic Skills Committee is proposing two more proposals for approval at College Council:

- 1) First-Year Experience: \$15,000 and 2) Tutoring: \$20,000

There was some discussion about next year's basic skills budget. Carol said we allocated our money for this year and spent it. Carol said we have not yet received all of the evaluations from this year to see how we should spend next year's money. Mack said the college budget could cover the costs for next year until next year's proposals are approved at the September 9, 2009 College Council meeting. These two items will be voted on at the September 9th meeting.

5. Program Review Update – Wendy and Kenyetta

Wendy Williams said academic program review update that was distributed at last month's meeting was placed on the 'S' drive. She quickly reviewed the document again to refresh everyone's memory. The document has been updated and edited. The academic program reviews now require SLOA (student learning outcome assessments). Wendy said that some faculty wanted to know why content review was not included within this process. There wasn't a lot of enthusiasm to collaborate the two processes so content review is not included in the program review update. A vote was taken on the second read of the Academic and Career-Technical Programs – Program Review and SLO Assessment Process:

Faculty - yes; Classified – yes; Management – yes, Students – yes

Since Kenyetta was presenting at high school connection, Carol spoke on her behalf on the Administrative, Student Services and Learning Resource units program review revisions. Second read incorporated a table of contents. The second read document is parallel to the academic program review process. A vote was taken on the second read of the Administrative, Student Services and Learning Resource units Program Review and Outcomes Assessment Process :

Faculty – yes; Classified – yes; Management - yes; Students – yes

6. Locker Policy – College Policy C3027.0 in College Procedures Handbook – second read – Carol Leverett asked if the locks belong to the departments, then shouldn't it be up the discretion of the department to remove them when they want to remove them which may not necessarily be at the end of the semester? Leverett received an affirmative response. Someone asked where the items that are removed from lockers will be stored and the answer is the department will keep the items. James Gardner asked what circumstances would warrant management opening a student's locker in regards to number 6 of the Locker Policy. James wanted "reasonable suspension" added to number 6. Carol explained the lockers are property of the College and students are using them at our will. James had concerns about students being informed their lockers may be opened before they are assigned the locker. Leverett said presumably there would some sort of sign in form the student would sign before assigned the locker. Teresina asked if we should specify who is able to open the locker and it was replied that we couldn't do this because if there is an emergency action needed (such as smoke emitting from a locker that immediate action would have to be taken with whoever is around at that time. Wendy asked about a student's right to privacy. Mack said there is no right to privacy if the student signs for the right to use the locker then the student will become aware of the conditions of the locker policy. It was agreed students need to know what the conditions are when using a locker on campus. Wendy would like to get a legal rendering on this policy. Carol will add that the student will sign a release recognizing the conditions before using a locker to the Locker Policy. Leverett suggested there could be some wording that locker use should be related to the student's education. Carol explained that the police had to unlock some lockers in the AA Building that were locked and unused for quite a few years. Wendy said the word "inappropriately" in number 6 is a vague term. Carol is willing to add this sentence:

"Lockers may be unlocked and checked at any time. " Joyce said the culinary students sign and date a form before they use a locker. Carol said we need to vote on the policy as it is and develop a form for students' signature. Leverett would like to add that non-college locks will be removed as their department provides locks for their lockers. After some discussion, Leverett withdrew this request.

A vote was taken on the Locker Policy:

Faculty –yes; Classified –yes; Management – yes; Students – James would like to see clarification of number # 6 (legal clarification) before voting.

It was agreed this item will be tabled until September 9th next meeting. In the meantime, departments will continue to function with the autonomy they have used thus far. Teresina suggested that number 6 be changed to say that lockers may be opened at any time with no expectation of any privacy. Wendy looked up the legal reference on school locker policies on Google. She read aloud to the Council that “reasonable suspicion” is used in the legal rendering.

Locker Use Policy (revised version to include revisions from April 10th President’s Cabinet)

1. All lockers will be managed by a department or program.
2. Students should contact their department or program about locker availability. Students in programs with lockers have priority to use those lockers.
3. College lockers may only be used by enrolled students for one semester/term at a time.
4. Students must clear out their locker at the end of each term.
5. Lockers in use after the end of the term will be emptied.
When lockers are emptied, the locks will be removed and items remaining in the locker will be held one month and then discarded. Notice will be posted at least one week before lockers are emptied.
6. When there is concern that lockers are being used inappropriately, lockers may be opened, checked, and emptied or contents confiscated.
7. The College is not responsible for the loss or damage to college locker contents.
8. Students will sign a release form recognizing locker conditions before being assigned a college locker.

7. Eating in the Classrooms, Labs, Theatre Policy — College Policy C3025.0 in College Procedures Handbook – second read

Faculty developed a revised policy that Richard distributed. Mack said Richard and him have dialogued about the proposed policy called “Food and Drink in Classrooms” and developed this new document. The former policy will be tabled and subsequent discussions will be on the newly developed policy. Lee asked about number 2 on the revised policy and who is supposed to grant “permission?” Mack said it should be a supervisor granting permission. Leverett suggested to change number 2 to “by agreement with the instructor.” There was some discussion about number 3. It was discussed that number 3 is talking about a lot of food set up for a party not individual students eating at will. Richard said it is faculty integrity. Mack said it is faculty integrity or classroom integrity until it becomes a large mess that requires costly clean up. Wendy questioned number 3 about obtaining notification from the supervisor. Mack explained that notification is needed so custodial can survey the room afterwards to see what is required to clean up the room. Wendy said she personally is not bothered by food in the classrooms and has asked her students about food issues in the classroom. She further said her students have said they are not bothered if another student is eating. Darlene said she receives calls from faculty about juice spilled in chairs and/or crumbs or food pieces on the floor. Carol said the eating in the classrooms becomes a problem when the garbage cans become full with food containers by mid-day and the classroom continues to be used. Discussion ensued about eating in the classrooms. James Gardner said eating in the classrooms should be at the discretion of the professor. There was further discussion about who gives the permission on number 2. It was agreed that “by permission of the professor” will be added to number 2. It was also agreed to change “instructor” in numbers 3 and 4 to “professor.” It was agreed to table this item to the September 9th meeting.

Food and Drink in Classrooms Policy (Newly Revised Policy)

Contra Costa College is one of the premier community colleges in the nation and it takes pride in the cleanliness and condition of its grounds and facilities. To ensure that the campus atmosphere remains conducive to effective teaching and learning, the following procedures should be followed:

1. It is the responsibility of the instructor to educate students on the integrity of the classroom, and to monitor the classroom to ensure compliance with this policy.

2. *Food or drink, outside of a sealable water container, is not allowed in classrooms, except by permission of the professor.*
3. *If the professor determines the need to have food in the classroom, the immediate supervisor must be notified prior to the event. (If college funds are to be used, then permission must be granted by the college president pursuant to College Policy C3024.0.)*
4. *The professor must take responsibility for appropriately cleaning the classroom after any such event.*
5. *To ensure proper disposal of food waste, trash must be placed in disposal containers and transported to the nearest refuse container outside of the classroom building.*
6. *Abuse of the classroom food and drink policy will result in admonishment and/or loss of future privileges. Further action may be taken, if deemed necessary, by the area manager.*

8. Graffiti Policy - College Policy C3026.0 in College Procedures Handbook – second read
Mack said we did find one of the culprits and we have a lead on another one. The suggested changes from President’s Cabinet were discussed. It was agreed to change the last sentence to: Anyone caught placing graffiti or otherwise defacing or vandalizing college grounds, furniture, equipment, or facilities will be subject to disciplinary action and/or prosecution to the full extent of the law. We will not include the actual law in the policy.

A constituency vote was taken on the Graffiti Policy:

Faculty – yes; Classified – yes; Students – yes; Management – yes

Graffiti Policy (revised)

Contra Costa College wishes to protect the appearance of the college grounds and facilities. To maintain a pleasing and inviting atmosphere, the college has established a no tolerance policy for graffiti. Anyone caught placing graffiti or otherwise defacing or vandalizing college grounds, furniture, equipment or facilities will be subject to disciplinary action and/or prosecution to the full extent of the law.

9. Art Donation Policy - Business Services G7113.0 in College Procedures Handbook - second read

Mercy chaired this part of the meeting since Richard submitted the original proposal. Mariles suggested the following changes to the policy: add on first page under I. Acquisition by Gift, second paragraph “The College Council will designate the initial review of the request to donate a piece of art to the College Council Sub-Committee on Art Donations (CCCSAD) *which will include a representative from the Art Department.*” On page 2, under II. Acquisition by Purchase, #4 “All acquisition must be displayed with reasonable security and in a manner that safeguards the life of the piece.” And strike out everything else. Mariles explained that it would be too cumbersome to develop all of the possibilities for guidelines for every donation. On page 3, under III B. Loans to the College, #9 “All loans must be displayed with reasonable security and in a manner that safeguards the life of the piece.” Again striking out everything else after that sentence. On the last page under Membership of the Contra College Campus Art Collection Policy Committee, “Membership should reflect the constituency groups represented on the College Council *and a representative from the Art Department.*” James Gardner asked about locations of art donations. It was noted that on page 1, number of the policy the donor is made aware that the donation will become the sole property of the college and that it may not remain in the original location it is placed.

A vote was taken on the Art Donation Policy:

Faculty –yes; Classified – yes; Management – yes; Students – yes.

10. Budget Augmentations –second read

Mariles Magalong said there is only one change from last month’s proposal and that is the one for Chemistry is changed from \$5,000 to \$4,670.00 as that is what Chemistry asked for. Mariles distributed a revised budget augmentation funding listing.

Budget Augmentation Proposals
Biological Sciences - \$5,000.00
Chemistry - \$4,670.00
Earth Science - \$5,000.00
Library - \$5,000.00
Music - \$5,000.00
Office of the VP - \$5,000.00
Research & Planning - \$5,000.00
Social Sciences - \$5,000.00
Speech - \$5,000.00
Technology Services - \$5,000.00
Total: \$49,670.00

A vote was taken:

Faculty – yes; Classified yes; Management – yes; Students – yes.

INFORMATION/DISCUSSION

11. Enrollment Management - Carol gave her power point presentation on Enrollment Management. Lee had some questions on how the district determines our cap. Carol responded by stating cap is determined by how much money we earned. The FTES goal is district-wide. Each college submits their FTES goal which is part of the district goal. The state manages their budget by how much they allow us to grow.

Enrollment Modes

Growth – financial incentives to increase enrollment

Decline – financial losses when enrollment decreases

Restoration - working to get back to prior enrollment and funding level

Stability - transition to help colleges handle decline – one year of maintenance funding

At Cap

Enrollment Cap (Base) is a State determined limit on funding to CCCCCD based on FTES

At Cap, the State starts restricting FTES growth it will fund

At Cap, the maximum FTES \$ is being earned by CCCCCD

Under Cap

A district generates less FTES than could be funded and has less revenue—there may be enrollment decline.

Districts under cap are trying to grow and are in Restoration mode-working for more FTS to reach their cap.

There is a three year limit before the enrollment cap is permanently revised downward.

Over Cap

A district generates more FTES than can be funded and no more revenue.

A district could still be in growth mode.

A district is not receiving adequate funding per FTES.

A district tries to balance serving student demand and funding limits.

Our Historical Modes 1990-99

CCCCCD was at or over cap in the early 1990's.

CCCCCD had an enrollment decline in the mid 1990's due to increased enrollment fees.

CCCCCD restored enrollment and grew enrollment until early 2000's.

With another fee increase and economic robustness, the district enrollment declined.

Our Historical Modes – 2000-09

CCCCCD has been under cap since 2002-03.

Started with an enrollment decline due to concurrent enrollment limits and other factors.

Followed by restoration (called enrollment growth efforts)

Interspersed with years of stability.

CCC has been focused on enrollment growth since 2002.

As evidenced by our strategic initiative.

Current Mode

CCC planned 2009-10 to continue to restore enrollment

However, CCCCCD will be reaching its enrollment cap in 2009-10;
CCCCCD is the midst of adjusting to this new information.
This is a wave of enrollment change.
We need to adjust our efforts to manage this new wave.

Future Over Cap Mode

Our growth potential will be limited by the state annual growth incentive.
It is usually 1 to 3% enrollment growth per year for the state.
But for each district it is mitigated by local factors.
CCCCCD will be about 0.6% growth when State sets aside growth funds of 2% statewide.
Calculated district budget + 2% in proportion to district take of state budget.

CCC Scenario

2009-10 approximately 197 FTES before CCCCCD is an enrollment cap.
CCC;s 20% of 197 FTES is 39 FTES - One 3 unit class generates 3 FTES.
CCC is funded to increase by 13 classes.
2010-11 approximately 0.6 FTES growth funded or 186 for the district or about 12 classes at CCC. This excludes grant funded classes.

College Implications

How do we manage enrollment at Cap? Dilemmas for example
Meeting student needs with restricted ability to generate resources.
Lack of money for schedule growth, new classes and programs.
Having more students who want to enroll than we have classes, and students have difficulty being timely in completing their goals.
Being sure to have some enrollment growth to capture potential state growth funds.

College Strategies

Become more efficient – spend less money to educate more students be productive.
Ensure student intake process is transparent priority registration wait lists first come first served becomes important.
Change marketing strategies do not stop them.
Balance needs to expand strong programs with reduction of weaker programs costly vs. inexpensive.
Use grant funding to underpin programs courses.
Other

12. Remodel and Other Measure A Activities - Carol this summer we will do LA Building retrofit. We will also begin the Biosci HVAC retrofit. We are working on the second phase design of the Science Building. Since the scoreboard was broken we are purchasing a new scoreboard in order to play games on the field. The AA Building will be remodeled next Spring. We will be working on swing space to use during the AA Building remodel.

13. Review of First and Second Read Policy – Mack said the subcommittee of himself, Richard and Mercy was not convened. We will postpone this item for the September 9th meeting.

14. Reports from Constituency Groups – Faculty - Leverett reported Richard contacted faculty via the mentor process. Faculty are handling end-of-the-year bottle neck quite well. Faculty are in sync with policies we put forth and have greater involvement.

Classified – Mercy announced Chancellor's Chat is scheduled for this Friday at CCSIG from 8:30 to 10:30 . Job Links will be held on June 4th at LMC. April 30th classified hosted their luncheon with guest speaker Richard Akers. They held their elections: John and Benny were re-elected and Kay Armendarez is elected as new member.

Students – James said they have no report at this time.

Management – Mack said management is busy attending semester/year end celebrations. They had a great EOPS celebration today. There was also the Transfer Center celebration earlier this week and Dance Jam last Friday night.

15. Announcements - John Christenson announced the Spring Concert on Friday at 8:00 p.m. in Knox Center . Richard announced open art studios will be the first two weeks in June. Helen announced on Wednesday, May 20, 2009 at 1:00 p.m. there will be cake and festivities in honor of Lee Brelie's retirement.

Lee thanked everyone for being part of College Council.

Mercy thanked Richard for chairing the committee this year.

16. Next Meeting – September 9, 2009

17. Adjournment – Meeting adjourned at 4:29 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President