

Present:

Faculty: Bonnie Holt, Beth Goehring, Wayne Organ, Alissa Scanlin, Kenyetta Tribble

Managers: Karl Debro, James Eyestone, Donna Floyd, Mariles Magalong

Students: Jasmine Ramezanzadeh

Classified: Seti Sidharta; Kelly Ramos, Shondra West

Guests: Sandra Everhart, Catherine Fites, Tim Gleason, Reginald Grisby, Michele Jackson, Bruce King, Priscilla Leadon

Absent: Denise Noldon

1. **Call to Order** - Shondra called the meeting to order at 2:04 p.m.
2. **Introductions** - Shondra had everyone introduce themselves to Catherine Fites, our new A & R Director.

### CONSENT AGENDA – ACTION ITEMS

#### 3. **Classified of the Semester and Teacher of the Year Announcements**

Donna announced Reginald Grisby as the Classified of the Semester and presented him with a plaque and gift certificate to the Three Seasons Restaurant. Donna explained this recognition from the management team is given for excellence exhibited in performing one's job duties. Reginald has saved the college a lot of money with his ability to repair many of the broken down systems at the college. He studied the blueprints and climbed in and under air ducts in order to repair the HVAC systems in the Automotive area and Gym Annex. Reginald's attention to detail is exemplary and we are very fortunate to have him working at CCC.

Wayne asked that the Teacher of the Year announcement be postponed until he is able to have the faculty member present.

4. **Approval of Agenda** – agenda was approved.
5. **Approval of Minutes from February 14, 2013** – Minutes were approved.
6. **Facilities Item** – Bruce announced the elevator in the AA is still inoperable as we continue to wait for parts to be shipped from Los Angeles.
  - We continue to work on putting in two disabled parking stalls at the Knox Center. We are hoping for a one day DSA approval.
  - Card Key Access - District is working on the card key access for external doors on campus; however, the Women's and Men's Locker Room will not be included in this project due to lack of money.
  - Football Area Project - We are completing the third phase of the football area project that includes ADA compliant restroom, ADA ramp, companion seating and repaving.
  - Music Building - April 8<sup>th</sup> is set for the tentative opening. Wayne mentioned that Police Services was unable to get into the building today using an old-fashioned key in order to override the

system. The key turned but it did not gain access to the building. Donna asked Wayne to send her an e-mail detailing this problem and Bruce said he would also investigate this issue.

## **ACTION ITEMS REMOVED FROM CONSENT AGENDA**

### **NONCONSENT AGENDA – ACTION ITEMS**

7. **Annual Unit Plan Budget Process** – Mariles said she presented, along with the members of the Budget Committee, the revised budget allocation process. The revised process has been approved by all of the constituencies. Mariles said she received a request to extend the application deadline from March 28<sup>th</sup> to April 4<sup>th</sup> due to spring break week. The Budget Committee concurred with the request. A motion to approve the extended application deadline was made and seconded. The extended deadline of April 4<sup>th</sup> was approved by College Council.

8. **College Council Committee Structure** – Wayne Organ – Wayne presented the proposed committee structure as this revision is an information track. The revision of the campus structure does not require approval from another committee in order for the work of one committee to proceed nor does the revision of the campus structure require people to serve on more committees.

- College Council reports to the President, who reports to the Chancellor, who reports to the Board of Trustees. College Council agreed.
- President’s Cabinet sets the agenda for College Council. President’s Cabinet reports to College Council through the agenda. College Council agreed.
- The Budget Committee is a major committee on the campus. College Council agreed.
- The Planning Committee is a major committee on the campus. College Council agreed.
- The Operations Committee will be called Operations Committee and not Council and the Operations Committee is a major committee on the campus. College Council agreed.
- The Student Success Committee is a major committee on the campus. College Council agreed.

The Integration Council would be the new Council for all four major committees to merge their ideas for College Council approval. The membership of the Integration Council would consist of members from all four major committees. Wayne proposes this option with the Integration Council in order to show a transparent process to the ACCJC to help integrate our planning processes. All minutes of the four major committees would be sent to the Integration Council.

James suggested we maintain our College Council with all four major committees sending their minutes to College Council. He further proposed that College Council use its previous ad hoc committee to resolve any discrepancies that arise in College Council.

After some discussion, it was agreed to have all four major committees send their minutes to College Council and College Council will invoke the Integration Council as an ad hoc committee when needed. Wayne suggested that the four chairs from the four major college committees meet to establish their commonalities and ultimately advise College Council.

Donna proposed to pilot this process using the Integration Council as the College Council ad hoc committee.

The constituencies caucused for 10 minutes.

Faculty – Agreed to the proposed structure having the Integration Council meet on a regular basis.

Classified – Proposed a working group to be called as needed by College Council that could be called an Integration Council. That way the Integration Council would not have to meet on a regular basis.

Managers – Proposed the ad hoc committee would be called Integration Council and comprised of members from the four major committees. The standing members would meet when called by College Council as an ad hoc of College Council.

Students – Agreed to standing members of the Integration Council meet as an ad hoc of College Council.

It was agreed that Integration Council will be an ad hoc committee of College Council with standing members that would meet as College Council deems necessary for them to meet. The arrow on the graphic would be a two way arrow between College Council and Integration Council.

- The SLO/AUO Committee reports to Student Success Committee. Majority of the SLO/AUO Committee meets on issues to foster student success. College Council agreed.
- The Basic Skills Committee reports to Student Success Committee. College Council agreed.
- The Achievement Gap Committee changes its name to Student Success Committee. College Council agreed.
- Sustainability Committee, Safety/Security Committee, Facilities Committee and Technology Instruction Technology Committee all report to Operations Committee. College Council agreed.
- The Grant Committee reports to Budget Committee. College Council agreed
- The Enrollment Management and Catalog and Schedule Committees report to Planning Committee. College Council agreed

A motion was made and seconded to pilot this revised committee structure for one year.

9. **Student Success Committee** – Vision and Mission Statements – Kelly said the Student Success Committee met. The revised mission statement for the Student Success Committee reads as follows: *To create a culture of collaboration and advocacy within our campus community to ensure student access, equity and success for all students especially our underserved populations.*

The vision statement for the Student Success Committee reads as follows:

*All constituencies to collaborate to maintain a culture of access, equity and excellence for students throughout the campus and community.*

10. **Program Revitalization, Suspension and/or Discontinuance for Dental Assisting** – Wayne began the presentation by stating the recommendation has been made to suspend the Dental Assisting Program. Sandra then addressed College Council. She said the Dental Assisting Program was suspended under the primary reason of the program being a fiscal burden to run with the addition of low persistence and productivity. When Dental Assisting was compared to another comparable program, such as Nursing, it was discovered that Dental cost much less to run than Nursing so that reason for suspending Dental Assisting appeared to be an arbitrary decision. Dental Assisting was sustained under a one year grant. Sandra said at the end of that one year she was unable to find another grant to support the program. Sandra said the program is currently in limbo and she has been available to help students who are finishing the program. Sandra wants to ensure that any future decisions to suspend programs are not arbitrary and evidential proof is given when making such decisions.

Wayne said he distributed the timeline to College Council members showing the suspension process showing no connection to program review, president's cabinet meetings, etc. Wayne is concerned about how this decision will look with the ACCJC as our program review process is spelled out and there is nothing alluding to suspension in the previous Dental Assisting program review processes since 2000. The determination to suspend the Dental Assisting Program was made at the District Educational Planning Committee. Sandra said there was an interest in Dental Assisting as we had 98 students signed up and out of that number over 30 started enrolling in Dental classes.

It was clear that suspension was not the issue with the ad hoc committee of the College Council when the form and process was developed and approved by College Council (*Request to Initiate Program Revitalization, Suspension or Discontinuance*). Revitalization was not applicable as the curriculum was sound. Suspending the program and looking at costs compared to other programs was the only option that could be given. The three areas addressed in the suspension were persistence, productivity and costs. These areas have been deemed no longer valid as shown in Wayne's power point made at the February 14<sup>th</sup> College Council meeting. Wayne said we don't have a definition for "financial hardship to the college" yet. This decision has become more of a trust issue with management. Sandra said we were in good standing with the Dental Accrediting Commission and American Dental Association. If we lose our standing with the American Dental Association now that we have lost two cycles of review, we will have to start all over to regain accreditation standing.

The constituencies caucused for 10 minutes to see if they concurred with the decision of suspending Dental Assisting.

Constituency votes: management would like to table this item as they need more time.

Students do not support the suspension.

Classified do not support the suspension or discontinuance of the program because they feel a decision was made that was not data driven nor followed a process.

Faculty does not support the suspension.

Shondra said this item will return to the April College Council meeting for the management decision.

**11. College Mission Statement, Vision Statement, Values Statement, Goals and Belief Statements** – Wayne showed the statements via power point presentation and will distribute the power point that clearly shows what process was used to arrive at the revised College Mission Statement. Forums were conducted and responses were compiled. Mission statements were gathered and a draft mission statement was tested using questions from the ACCJC. This is the first read, then, presentations will be made to constituency leadership groups, division and community, and then a second read will occur at the April College Council with approval ultimately to be forwarded to the May Governing Board for approval.

*Mission: Contra Costa College is a public community serving the diverse communities of West Contra Costa County and all others seeking a quality education. The college equitably commits its resources using inclusive and integrated decision-making processes to foster a transformational educational experience and responsive student services that ensures institutional excellence and effective student learning.*

Who: Contra Costa College

What: a public community college

Where: West Contra Costa County

Target Client: residents of the diverse communities of West Contra Costa County and all others seeking a quality education

This draft statement responds to the ACCJC 21 questions.

Wayne asked if the College Council membership would take the mission statement back to their constituencies.

Priscilla asked who is our Mission Statement targeted to? The college itself? An Accreditation Committee? Our students? Donna said it is a guiding principal for the college community.

After some discussion about the draft mission statement, Michele Jackson offered to rewrite the College Mission Statement that will include all of the evidence collected and yet will still address the ACCJC 21 questions.

Goals:

*To fulfill its mission and to be consistent with its beliefs and values, Contra Costa College is committed to the following goals:*

- 1. Improve student, learning, leading to: the successful achievement of educational goals through the completion of certificate, degree or transfer programs, mastery of basic skills; and the acquisition of knowledge and proficiencies pertinent to lifelong learning, effective citizenship, and career development in the changing regional and global economies.*
- 2. Increase the public's awareness and understanding of the educational opportunities and benefits at Contra Costa College.*
- 3. Increase total revenues and contributions for college operations.*
- 4. Provide a safe, clean, secure, attractive and ecologically sound learning environment.*
- 5. Enhance measurement of institutional effectiveness.*
- 6. Professional development is focused on student success.*

Karl suggested the last goal should address more about teaching than professional development. James said Goal #3 sounds as though it is designed for a business or corporation. Perhaps we could change *revenues to resources*.

Values:

*Contra Costa College's commitment to its mission derives from strength and guidance that promotes institutional values. As a community of educators, we value:*

*COMMITMENT to helping students learning and to improving the economic and social vitality of communities through education*

*RESPONSIVENESS to the varied and changing learning needs of those we serve*

*DIVERSITY of opinions, ideas and peoples*

*FREEDOM to pursue and fulfill educational goals without hindrance from violence, racism, and other forms of prejudice and injustice*

*INTEGRITY in all facets of our college interactions and operations.*

Wayne said Karl, along with a subcommittee of others from the Planning Committee, are working on the Freedom phrase to ultimately make it a more positive phrase.

Beliefs:

*Contra Costa College believes that all individuals have inherent worth and dignity and are entitled to develop their full potential. Individuals will enjoy an improved quality of life, communities will prosper economically and socially, and families, neighborhoods, and businesses will be strengthened when residents share a commitment to lifelong learning. Further we believe that a healthy and vigorous society benefits from rich cultural, racial and socioeconomic variations of all people; that a democracy depends upon an informed and involved citizenry; and that the college therefore serves both the individual and society.*

**Vision:**

*Contra Costa College is a leader in community college education and the higher education institution of choice for West County area residents, and all others seeking a quality education.*

*Contra Costa College is an inspiring haven of academic excellence noted for its passion for learning among students, staff and faculty. The college community enjoys spirited interaction as serious, motivated students seek the best from excellent, dedicated faculty and staff that are committed to empowering students by teaching a current and relevant curriculum using state-of-the-art tools and resources.*

*The college is a leader in valuing diversity and promoting cultural awareness. Faculty members emphasize the importance of critical thinking, ethics and interpersonal skills as they prepare students to succeed in the regional and global workplace and become informed and engaged citizens and leaders in the global community.*

*The college enjoys the collegiality of an institution where each individual is valued and respected, achievements are celebrated, planning is pro-active, and shared governance is a way of life. The college continually supports students to transition successfully into and out of the college and advocates for sufficient resources to maintain maximum accessibility and educational support for the community. As an integral part of the greater community, Contra Costa College serves as a model of excellence, providing education to help our students fulfill their dreams for themselves, their families, and their communities.*

Everyone will bring these statements back to their constituency groups for discussion.

## **INFORMATION/DISCUSSION**

12. **Progress Reports from Accreditation Committees:** Donna said they had a recent meeting with the accreditation chairs. We will have a first draft of the standards by April 1<sup>st</sup>. Donna will put the draft of the standards together and forward it to College Council for the May meeting. The editor is Jason Berner.

13. **SLO Coordinator Committee** – Donna said there is an annual report that is due to the ACCJC at the end of this month. Mariles is working on the fiscal part of the report.

Wendy Williams, recent retiree, is volunteering her time this semester as the SLO Coordinator. One of items requested by the ACCJC is the percentage of program level SLO assessments that are available to perspective students. The only way we can make this information available to perspective students is by placing it on the website. The SLO program assessments are currently housed on the P Drive and Wendy is trying to upload them to the website.

14. **Student Success Committee Update** - tabled to the next meeting.

15. **Planning Committee** – Wayne said the Planning Committee primarily worked on the Mission Statement. Their next large project will be to work with the Budget Committee on the budget allocation applications.

16. **Campus Construction Updates** – tabled to the next meeting.

17. **Reports from Constituency Groups** – Students - Jasmine said they were able to contribute \$2,000 to two more grant requests. They gave \$2,000 (\$1,000 from student fees) to the LaRaza AB540 Scholarship grant where each student recipient will be awarded \$500.00. They were also able to grant Culinary \$4,000 (\$2,000 from the student activity fee and \$2,000 from ASU) for the annual food and wine event. The ASU is also planning a pinning ceremony for ASU senators at the end of April in celebration of the ASU. They are hoping to use this event as a recruitment platform to gain more senators. They are working on the graduation fair and barbeque and looking at how they can provide some sort of gift for the graduates. They are also working on a teambuilding exercise for ASU perhaps with cooking classes and/or a presentation on leadership. The students also plan on attending the student senate for California Community colleges in mid-April. By the end of April, there will be a new board. Campaigns will begin after spring break.

Management – Donna announced that Viviane LaMothe is retiring soon and her last day will be later this month. In the meantime, we are in the process of hiring an interim Financial Aid Supervisor. Graduation will begin earlier this year, at 6:30 p.m. This summer we will have the largest summer program that we have had in a very long time. Shondra said we have 244 sections for summer. Beth asked if we will make our FTES goal. Donna said we are still low. Overall the district is down about 900 FTES. Jennifer Dymont begins on Monday as the Scholarship Coordinator who will be taking over the Foundation duties.

Faculty – no report.

Classified – Shondra said they held a classified senate orientation back in February and March. As a result of the orientation, we ended up with six new members: Brian Williams, Patty Herrera (from Financial Aid), Joel and Charles from Gateway, Darris Crear from the Bookstores, and Joanne Solano. Shondra expressed her disappointment that no one was nominated as the classified of the year via the District selection process. The nominee's names are forwarded to the State and if they are selected there, they receive an award and a \$500 bonus. The applications were sent out last month via email to managers and more than one classified could have been nominated. Managers did not respond to the email request. Next year instead of email communication, Shondra said she will print off the applications and delivery them to the managers as a way to encourage selection of a Classified from various departments.

18. **Announcements** – Kenyetta said the counseling sessions at the high schools are very successful. There were 80 students at Pinole, 61 at Hercules and 38 at North Campus. Super Saturday is scheduled for May 11<sup>th</sup>.

19. **Other** - Sandra thanked the faculty, students and classified for their vote today and encouraged the managers to think about how their decision will set precedence for future programs.

20. **Meeting adjourned** at 4:17 p.m.

Respectfully submitted,

Melody Hanson, Senior Executive Assistant to the President