

Present: **Faculty:** Bonnie Holt, Wayne Organ, Irena Stefanova for Beth Goehring, Alissa Scanlin

**Management:** James Eyestone, Karl Debro, Mariles Magalong, Denise Noldon

**Students:** Ysrael Condori, Roberto Cortez

**Classified:** Erika Greene

**Guests:** Donna Floyd, Agustin Palacios, Mayra Padilla

**Absent:** Tammil Gilkerson, Gabriela Segade, Seti Sidharta

1. **Call to Order** by Chair James Eyestone at 2:08 p.m.

### **PRESENTATIONS**

2. **Public comment** – none

### **CONSENT AGENDA – ACTION ITEMS**

3. **Approval of Agenda** – Mariles made a motion to move the Budget Committee Report to the Non-Consent Action Items part of the agenda as that report will include the recommendations from the combined Budget and Planning Committees for funding for the 2014-2015 academic year. Denise amended the motion to move the Budget Committee Report to the Information/Discussion part of the agenda so we can review the decisions today and vote on the information presented at next month's meeting. Bonnie seconded the motion.

Those who voted to approve the agenda: Bonnie Holt, Wayne Organ, Irena Stefanova, Alissa Scanlin, Karl Debro, James Eyestone, Mariles Magalong, Ysrael Condori, Roberto Cortez, Erika Greene

Those who abstained: Denise Noldon

4. **Approval of Minutes from March 13, 2014** – Karl motioned to approve the minutes from March 13, 2014 and Erika seconded the motion.

Those who voted to approve the minutes: Bonnie Holt, Wayne Organ, Irena Stefanova, Alissa Scanlin, Karl Debro, James Eyestone, Mariles Magalong, Ysrael Condori, Roberto Cortez, Erika Greene

Those who abstained: Denise Noldon

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

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

5. **Transition Time Between Classes** – Wayne showed the three possibilities of the language proposed by faculty and the favored possibility from faculty is: "During the ten-minute transition time, the classroom is available to both instructors simultaneously." Karl suggested "shall be available..." Wayne said faculty would support that change. New language: "During the ten-minute transition time, the classroom shall be available to both instructors simultaneously." Bonnie moved to approve the amended version. Mariles seconded the motion. This will be placed in Section E5000.4 in the College Procedures Handbook. There was discussion the differences between policies and procedures and if this statement is a policy or procedure. Wayne said he is fine with calling this a procedure as long as it is placed in the College Procedures Handbook.

Those who voted to approve the revised language: Bonnie Holt, Wayne Organ, Irena Stefanova, Alissa Scanlin, Karl Debro, James Eyestone, Mariles Magalong, Ysrael Condori, Roberto Cortez, Erika Greene

Those who abstained: Denise Noldon

There was discussion between Wayne and Denise about Denise abstaining from voting as College Council is an “advisory” committee to the President. Wayne requested that Dr. Noldon show him where that it is written that the President is a non-voting member of College Council. Denise said she would produce that directive and in the meantime she would abstain from voting.

6. **Description of Advisory Committees** – Wayne asked that this item be tabled until next month.
7. **Employee Checklist** – It was agreed to table this item until next month in Tammeil’s absence.

## **INFORMATION/DISCUSSION**

8. **Art Sculpture** – Red Valley by artist John Toki – It was agreed to table this item since John Diestler was not present. Denise said that John most likely will not be able to attend the next meeting and perhaps we can proceed with agreeing to the location of the art piece. Denise will attempt to clarify John’s desires and bring them back next month to address this item in John’s absence.
9. **Integration Council – Institutional Planning and Timeline** – Wayne displayed the proposed hierarchal chart of the development of plans. The Educational Master Plan is formulated first and then the Facilities Master Plan directly after that, then the Strategic Plan, the 3SP Plan, Basic Skills Plan, Student Equity Plan and then the Technology Plan and professional Development Plan. Given the hierarchal chart, Wayne made an Excel chart displaying dates for the next 20 years of planning. There was discussion about the hierarchal chart. Bonnie motioned to extend the time on the issue for another 10 minutes. Karl seconded the motion.

Those who voted to approve the extension of time: Bonnie Holt, Wayne Organ, Irena Stefanova, Alissa Scanlin, Karl Debro, James Eyestone, Mariles Magalong, Ysrael Condori, Roberto Cortez

Those who abstained: Denise Noldon, Erika Greene

James suggested the hierarchal chart move both ways. Wayne said this chart is a draft. Denise suggested that the chart show the inter-relationships and asked how we execute these plans. Wayne said the Integration Council was asked to show a timing mechanism and feels the chart shows all arrows connect to all other arrows. Technology changes quickly and those changes may have the ability to affect the other plans needing/using technology. We can’t be so locked into a plan that it cannot be revised somewhere along the way. It was agreed the Technology Plan may be updated every year. Modifications can be made with recommendations forwarded to College Council for fiscal modifications. Wayne said the chart is made with the intention of those gathering information to develop the plans in the prior semester from what is listed on the chart. The entire process for the development of all of our plans will begin fall 2017 since that is when our current Facilities Plan and Educational Master Plan end. Mayra said in terms of accountability with program review we could check on the status of the plans annually. The budget augmentation process is every year where information is reproduced from program review. Denise said program review is on a two and four year cycle. Denise said most of our plans were based on a six year accreditation cycle but after the visit this year, the cycle changes to seven years. The Integration Council tried to make a relationship with all of the plans that guide Contra Costa College’s planning. Denise suggested that this chart be taken back to constituencies. James concurred with Denise’s suggestion.

**The hierarchal chart and schematic of planning development for CCC will be taken back to the constituencies for review before returning to College Council.**

10. **Basic Skills Budget** - Agustin reviewed the hand-out of the BSI proposed budget of their allocated \$90,000. BSI Coordinator \$12,000; Tutoring (Skills Center) \$21,600; Supplemental instruction \$10,000; Student Services \$10,000; ESL Tutoring \$10,000; ESL Hourly Assistant \$7,400; Faculty Development \$10,000 Clerical Assistance \$3,000; Research \$6,000; Total \$90,000

Denise asked if this was reviewed by the Budget Committee prior to coming to College Council. Agustin said no, it was not. This proposed budget is actually for 2014/2015 academic year and Agustin apologized for having the incorrect date (2013-14) at the top of the page. There were inquiries to the research request for \$6,000. Agustin explained that no one person does research as this amount is paid out to different people. Currently, the only research that has been done is for ESL but they are currently asking for research proposals from other BSI members. Wayne suggested they use the district research requests which could help bring down their costs. Agustin said, yes, they can use district research but BSI has additional research beyond the district research offerings. Mariles asked if the budget line items for Tutoring and Supplemental Instruction are part of the college budget for tutoring. Mayra said they are meeting with the Budget Committee as these items are not aligned with the college tutoring budget. Supplemental Instruction pays for advanced students who help other students in the classroom. Denise said there are supplemental instruction models that generate FTES and pay for themselves and suggested the Basic Skills Department look into those areas. Mayra said Mariles' point is important because if separate committees are developing tutoring budgets and not addressing the campus tutoring budget, then decisions are being made in a silo.

Denise said this proposed budget should be brought to the Budget Committee before it comes to College Council and the recommendation for its approval would come from the Budget Committee to College Council. Wayne said the Basic Skills Plan expired in 2011 and asked where this budget proposal fit into a Basic Skills Plan. Karl said we need infrastructural training as new people come onto the various campus committees. Karl apologized to Agustin for all of these inquiries and discussion as to processes and Karl further explained we are building this process as we go. Denise said we are still trying to build infrastructure for College Council. We need to align some of these processes. Mariles said that last year Sherry Sharufa addressed the Budget Committee prior coming to College Council. The college wide tutoring plan will be addressed at the Budget Committee. It was agreed the Budget Committee should be the clearing house for all tutoring budget requests. James said "the big four" committees report to College Council so, therefore, information should be reported back to the subcommittees of College Council. **It was recommended that Agustin take this to the April Budget Committee and we will vote on whether to accept their recommendation at next month's College Council meeting.**

Discussion ensued about how we develop the College Council agenda. James said our by-laws state how we develop items for College Council and this topic was discussed at President's Cabinet. Since we are in the middle of the semester we cannot change the dates of College Council for this semester. But next year, we will change the President's Cabinet dates to be closer to the College Council dates and publish all dates with deadlines for submissions of agendas. Anyone can present an item through their constituency or through public comment. President's Cabinet sets the agenda for College Council.

Mayra said the Tutoring Advisory Committee's membership consists of different constituencies which confused her as to which committee she should bring this to. Wayne said anybody can bring anything to College Council by informing the chair 72 hours prior to the meeting. James said the by-laws state that constituency leadership will bring items to College Council although the bylaws need to be reviewed so that college community members are clear on how to get items placed on the agenda. James also indicated that there is a public comments section on the agenda where items can be brought forward.

- 11. Governance Survey Results** – Wayne distributed four hard copy books of the effectiveness and awareness survey results to constituency leaders. The results are filtered in many different ways so that each constituency is listed as well as full-time and part-time employees, classified, hourly classified, students and management and so forth. This affords us to be able to look at the data from many different perspectives. Wayne said the statements are revealing which makes it more meaningful when parceled by constituency, full or part time, etc. Wayne asked the constituencies to bring this back with a fuller discussion. On the

effectiveness survey we had 186 responses and with the awareness survey we had fewer responses. We are obligated to look at this information and to respond to it so that we do not have apathy when we distribute the next survey. Wayne strongly encouraged everyone to share with their constituencies.

Wayne asked if he should resend these surveys to the students since he did not receive any responses from asking the student leadership to distribute the surveys. Wayne also asked for permission to post these responses on the web. Karl moved to approve the responses on the website and Bonnie seconded the motion.

Those who voted to post information on the website: Bonnie Holt, Wayne Organ, Irena Stefanova, Alissa Scanlin, Karl Debro, James Eyestone, Mariles Magalong, Ysrael Condori, Roberto Cortez, Erika Greene

Those who abstained: Denise Noldon

- 12. Budget Augmentation Requests** - Mariles said this is our second year of the new Budget Augmentation cycle for requests and we had many more applications this time around. After the College Council approval, Mariles will send out an e-mail to everyone with feedback of the process to aid in making the process more user friendly in the future. Mariles said there is one change on the recommendation and that is the Africana/Chicano/Ethnic Studies was decreased by \$500.00 to \$4,100.00 because they requested that money for scholarships. **This item will be placed on the agenda for next month as an action item.**

#### **STANDING COMMITTEE REPORTS**

- 13. Student Success** – No report because due to spring break they did not meet.
- 14. Operations Committee** – Minutes were attached.
- 15. Planning Committee** – Wayne said notes are attached.

#### **STANDING COLLEGE COUNCIL BUSINESS**

- 16. Campus Construction Updates** – Mariles said she sent out an email on today's Library Drive shut down.
- 17. Progress Report on Accreditation** - Donna left the meeting early, therefore, no report.
- 18. Reports from Constituencies – Students** - Ysrael said we have two official candidates for elections: Antone Agnitsch for ASU President and Valeria Avila, Director of Public Relations. ASU board members will be decided in the upcoming weeks. The Board motions to extend time for another year or not for the members and so far there are six to eight board members who will remain. The general student assembly is scheduled for April 17<sup>th</sup> from 4:00 to 6:00 p.m. in LA-100. They will be discussing state mandates to begin in fall, ASU elections, review of their constitution and bylaws. They will conclude with a public forum for 15 to 20 minutes where students can share their concerns.

**Faculty** – The Academic Senate developed a resolution in support of SB850 the implementation of the baccalaureate degree at the community colleges. This places the Academic Senate in congruence with the governing board. They also agreed to change the graduation date to Thursday (instead of Wednesday) in 2015. They have developed a study group to review the degrees and certificates as Catherine Fites distributed the Title V language. They discussed the transition time between classes. And last but not least, they are trying to align the program review process district-wide. Currently we are studying DVC's program review process and forms and the Drama Department will pilot DVC's program review process at CCC. There will

be a subsequent review of the process and our self-study authors will write a report sharing their experiences. If we can align our process with DVC's, then have LMC use the same format, this would be exciting for the district so all of the colleges are using the same format.

**Management** – Denise said that the Management Council also voted to have commencement moved to Thursday in 2015. She indicated that this won't be a problem subsequent to the 2015 academic calendar. Denise said she just returned from the American Association of Community Colleges in D.C. and one of the District's own faculty members from LMC (Myra Snell) was nominated for a national award. There was quite a bit of talk about the success agenda and how it is going to be implemented. Some of things we are developing here align us with what is being done nationally. Our college now has the designation as a national Asian/Pacific Islander serving institution as we have now joined this organization the National Asian-Pacific Islander Council (NAPIC). Managers are hosting the staff and faculty Appreciation Day on April 25<sup>th</sup> from 12:00 to 2:00 p.m.

**Classified** – Erika said there is nothing to report at this time.

19. **Announcements** – Denise said Measure E information is being disseminated. She will make a presentation to College Council at the next meeting.
20. **Next meeting** is May 8<sup>th</sup>
21. **Adjournment** – James adjourned the meeting at 4:05 p.m. Bonnie made a motion to adjourn the meeting and Karl seconded the motion.

Those who voted to approve adjourning at 4:05 p.m.: Bonnie Holt, Wayne Organ, Irena Stefanova, Alissa Scanlin, Karl Debro, James Eyestone, Mariles Magalong, Ysrael Condori, Roberto Cortez, Erika Greene

Those who abstained: Denise Noldon

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President