

Present:

Management – Karl Debro, James Eyestone, Tammeil Gilkerson, Denise Noldon, Mariles Magalong

Faculty – Bonnie Holt, Wayne Organ, Alissa Scanlin, Gabriela Segade

Classified – Seti Sidharta

Students- Ysrael Condori, Antone Agnitsch

Guests: John Diestler, Donna Floyd, Mayra Padilla

Absent: Beth Goehring, Erika Greene

1. Meeting called to order at 2:17 p.m. by James Eyestone.

PRESENTATIONS

2. **Public Comment** – none
3. **Presentations of Classified of the Semester for Fall 2013 and Spring 2014**
This item is postponed because neither of the classified members are present to receive their honors.
Action taken: Request from classified senate, Erika Greene that the two honorees attend the next College Council meeting

CONSENT AGENDA – ACTION ITEMS

4. **Approval of Agenda** – Motion was made by Classified Staff, Dr. Seti Sidharta to approve the February 13, 2014 College Council agenda and the motion was seconded by Student, Ysrael Condori.
Vote taken to approve the February 13, 2014 College Council Agenda: faculty - yes, classified - yes, students - yes, management - yes.
5. **Approval of December 12, 2013 Minutes** – Motion was made from Faculty, Wayne Organ to approve the December 12, 2013 College Council minutes and the motion was seconded by Classified, Dr. Seti Sidharta.
Vote taken to approve the December 12, 2013 College Council Minutes: faculty - yes, classified - yes, students - yes, management - yes.

ACTION ITEMS REMOVED FROM CONSENT AGENDA

NONCONSENT AGENDA – ACTION ITEMS

6. **Changes to College Procedures Handbook A-1003.50 (Advisory Committees) –third read and vote.** There are some minor changes that need to be made to the document. James suggested the Distance Ed Committee have #5 removed has its purpose because the Distance Education Committee does not develop a marketing plan.

Denise asked who is the chair of the Distance Ed committee and who do they report to? The student disciplinary committee is only convened for a student disciplinary appeal. There was discussion about who these committees report to.

Wayne asked what action needs to be taken and who should it be tasked to. Denise suggested James appoint a cross constituency subcommittee to develop a reporting relationship for these “advisory” committees.

Wayne will remove this item from the consent agenda.

Mayra asked why the MCHS Committee was removed from the list of advisory committees. Wayne said it was removed because it was no longer active. Denise said the MCHS Committee was not an advisory committee to College Council and therefore, does not belong in our shared governance structure. Middle College is part of WCCUSD and is not under the college’s purview. Mayra said there are a lot of issues around MCHS and asked where do the decisions for these issues live now? Denise said those decisions would occur in the various affected departments, i.e. Scheduling Committee would address scheduling issues, etc. MCHS staff are welcome to attend any of our college committees. Mayra said when she served on the MCHS Committee they would take issues to the appropriate college committee and bring back appropriate responses to the MCHS Committee. Denise said that MCHS may bring any issues to the Office of Instruction, Student Services, etc. It is not necessary to go through an advisory group to address concerns.

James clarified the list of “advisory committees” by reminding everyone that College Council made the decision to eliminate repetitiveness in the college committee structure, therefore, creating a “Brown Act” Committee list and an “Advisory Committee” (non-Brown Act) list.

Wayne asked if we can vote on the Brown Act Committee list and the Advisory Committee, non-Brown Act Committee list?

Motion was made by Faculty, Wayne Organ to approve the Brown Act Committee List and the Advisory Committee, Non-Brown Act Committee List. The motion was seconded by Management, Karl Debro.

Vote taken to approve the Brown Act Committee List (A1003.0) and the Advisory Committee, Non-Brown Act Committee List (A1003.50) of the College Procedures Handbook: faculty – yes, classified -yes, students - yes, management – yes.

7. **College Procedures for Approval of Institutional Plans –first read of draft** - Denise distributed a draft planning model. She noted that we will have to revise our Facilities Plan because we will run out of money before the plan has expired and we are going out for another bond. Denise will change the Ed Master Plan on her draft to a five year plan. Enrollment Management has traditionally been a five year plan. Denise will make that notation on her draft as well. Wayne suggested this draft be brought to the Planning Committee for review so the Planning Committee may determine if the timeline is appropriate for the plans as well as determine who is responsible for the plans.

Denise read the planning phases from her draft. If this draft is assigned to a subcommittee then it will be previewed by a reporting committee and then returned to College Council. Karl asked how do we ensure each committee references our mission statement as well as their own committee mission statement in the development of the college plans.

Wayne Organ asked for an extension for 5 minutes on this item. Dr. Seti Sidharta seconded the motion of extending the time on this item.

Motion was made by Faculty, Wayne Organ, that the Planning Committee review this process prior to College Council approval. Mayra said we also need to include the Student Success Committee in this planning process. Denise said Student Success should have a mission statement to forward to College Council. Wayne said College Council has an Integration Council (ad hoc committee to College Council) that includes the chairs from all four college reporting committees to College Council (Operations, Student Success, Planning and Budget) and they should develop the planning process for the college.

Motion made by Faculty, Bonnie Holt, to form an Integration Council to review the draft.

Wayne withdrew his motion to take this draft to the Planning Committee. Motion made by Faculty, Wayne Organ, to invoke an Integrated Council (A1003.8 of the College Procedures Handbook) to develop the planning process. **James said we would add a standing item to the College Council agenda check in on the Integration Committee's progress.** James said another option may be for the Planning Committee to review the draft before calling an Integration Council.

Revised motion made by Faculty, Bonnie Holt, to convene an Integration Council that would be chaired by the Planning Committee to review the draft process for Institutional Plans. The Integration Council would include the chairs of the four main committees (Operations, Student Success, Budget and Planning) and bring back their recommendations to the College Council. Revised motion seconded by Classified, Dr. Seti Sidharta.

Vote taken to form an Integration Council that would be chaired by the Planning Committee to review the draft process for Institutional Plans: management - yes, students - yes, faculty - yes, classified - yes.

The Integration Council will present a timeline at the next College Council meeting.

8. **DSPS Standardized ADA Statements for Publication of Campus Events** – second read – vote – Tammeil addressed College Council by reminding everyone we are voting to accept example #1 as the standardization for ADA Statements for Publication on Campus Events.

Motion made by Management, Tammeil Gilkerson, to accept option #1 as the standard for ADA Statements for Publication on campus events. Motion seconded by Student, Ysrael Condori.

Vote taken to accept option #1 as the standard for ADA statements for Publication on campus events: classified yes; management yes, students yes, faculty yes. Statement should be added to the college style guide

9. **Class Audit Policy (C-3016 – College Procedures Handbook) – Operations Council** – Tammeil said this policy was forwarded to the Operations Committee by Melody. Operations Committee made some minor changes to update the names of the managers; however, no pertinent information was changed.

Motion made by Management, Tammeil Gilkerson, to accept the updated Class Audit Policy C-3016.0. Motion seconded by Faculty, Wayne Organ.

Vote taken to accept the updated Class Audit Policy – C-3016: classified - yes; management - yes, students - yes, faculty - yes.

10. **Designated Smoking Areas (C3000.0 – College Procedures Handbook)** – Tammeil said the Operations Committee was also forwarded this procedure. This policy formerly did not include e-cigarettes so now “smoking substitutes including but not limited to e-cigarettes” has been added to the policy.

Motion made by Faculty, Wayne Organ, to accept the Operations Committee change to C3000.00 of the College Procedures Handbook. Motion seconded by Classified, Dr. Seti Sidharta.

Vote taken to accept the revised Designated Smoking Areas Policy – C3000.00: management - yes, classified - yes, students - yes, faculty - yes.

Seti asked are we enforcing the smoking policy. Denise said she enforces it as she sees smokers outside of her office. James said Police Services said they can only enforce smoking laws legally.

Denise said she is adamant about enforcing this policy for a myriad of reasons and hopes all employees continue to help her in enforcing this policy.

INFORMATION/DISCUSSION

11. **Art Sculpture – Red Valley by artist John Toki** – John Diestler spoke about the donation of the Red Valley piece by famous artist, John Toki. The piece was a demonstration model left behind by the artist. John Toki is a CCC alum. He was a star athlete in track. His parents owned a ceramics studio and he eventually returned to his roots and took over his parents' business. He invented a process of mixing color with clay. John said Toki is one of the premier living artists (sculpturer) in the area. Wayne said when you look up John Toki's website it is pretty impressive with the number of awards he received. John continued to lobby College Council with the importance of displaying this gifted piece of art.

Creativity is being killed by higher education. It has been proved that post-traumatic stress can be helped through expression of creativity and art. If we as an institution cannot recognize that, then we are killing our institution.

Art needs to be added to the STEM programs. STEM to STEAM. This has been proven to help students succeed with their institutional goals when adding art to mainstream programs.

Our programs are premier in content. Our students rarely experience art and music history. We need to support public art.

Art building vs. Administration but then we are preaching to the choir. It would make a statement if the piece is placed at the entrance to the AA building. We have located an ideal location for this piece. It is three dimensional and stands out from the wall. The foyer entrance to the AA Building in-between the double doors seems to be the ideal location according to John Diestler. The foyer of the AA building provides appropriate light.

Denise asked if we looked at the Library to display this piece. John said he looked at the Library but prefers the AA foyer. Tammeil said the administration will be moved in the next couple of years and the AA Building may be renovated. Denise has issues about not having some protection for this piece of art since it is deemed so valuable. Denise said we should consider placing this piece where it would be secure in order to retain its value.

Motion made by Faculty, Bonnie Holt, to extend time to 10 minutes.

Wayne said a couple of Toki's pieces displayed at other institutions are not highly secure. John said most of Toki's work is mounted outside and he has not heard of any vandalism issues. Wayne asked if John would be willing to relocate the piece to the new campus center once it is built. John agreed. Karl said he likes the idea of being unprotected so everyone can see it. John said Bruce gave the Art Department

money to paint a mural where we were getting tagged at the Art Department. Once the mural was created, tagging ceased.

John would like to come back to CCC and install the art piece. Installation will entail a minimal cost of steel. That would be less \$500.00 that could be paid from the Art Department budget. **John will return to College Council with actual installation costs and a formal proposal to display this piece of art.** Denise said she would like us to look at other locations on campus.

John said the piece has been on campus for a while. There is a college policy on the acquisition of art work and how it should be accepted and displayed.

Mariles asked if that piece can sit on the floor or does it have to be hung on a wall. John said Toki feels it would best be displayed hung on a wall. John suggested it can also be hung outside.

James thanked John for the information.

12. **Update on Technology Plan – First read** –James said the Technology Committee voted to extend the plan for another year; to December 2014. The Technology Department has a mission statement but it was removed at the request from the Operations Committee. The Technology Department is the steward of the plan. Denise read a section in the plan referring to their mission statement. James said that part of the plan can be amended. The only part that has been changed is the timeline section. Karl asked if the plan ties into the college mission statement. James explained that this plan was extended for a year in order to make it available for our accreditation process. Denise asked how this plan ties to our mission statement. **James said he will take that concern back to the Technology Committee.**

STANDING COMMITTEE REPORTS

13. **Budget Committee Report** – Mariles said the minutes are attached to College Council. However, there has been another development since those approved minutes as the Box 2A process for classified occurred and an email was distributed last month announcing the classified positions that would be funded: five classified positions – one is a full-time and four are .5 FTES positions. The positions are as follows: Computer and Network Tech, IT (1.0 position); Instructional Assistant, Auto Services Dept; Sr. Admin Secretary, Business Office; Instructional lab Coordinator, College Skills Center; and Sr. Admin Sec (Curriculum), Office of the VP (all .5 positions). Three classified positions to increase FTES: Men's and Women's Locker Room Attendants from 10 to 11 months and a Bio Tech to 12 months. There are also a couple of full-time Counselor Assistant positions funded by Matriculation and a Financial Aid position funded by the Board of Governor's Financial Assistance Program. We received 35 budget augmentation applications and as such the Planning and Budget Committees will jointly meet to review the applications and make recommendations to College Council for funding.

14. **Student Success Report** – Mayra distributed minutes from the January 23, 2014 Student Success Committee. She said they were asked to attend the Council of Chairs to develop our institutional standards. They wanted to look at the competencies of those students who attended the college and begin that discussion. Some of the faculty members were concerned that in addition to the SLO process this may be an additional cumbersome task and perhaps there is a way to streamline the process. Student Success would like to involve the ASU to have student input. How do students feel about student success? ASU is looking at coordinating a general assembly. Is this an appropriate topic for the student assembly? What are some of the measures we can develop to measure student success? What are

outcomes for students? Council of Chairs will take on this charge but first we will develop a timeline and more structured discussion developed by the Student Success Committee.

Student Success would also ask administrative units the same queries. Instructional departments are looking at tying performance indicators – this is more difficult for non-instructional departments. Denise had concerns about all of the departments trying to accomplish this task prior to the accreditation team visiting. Tammeil thought we were going to establish the benchmarks in which we would measure ourselves and then the individual departments would inform us of their standards for student success. Denise said the Planning Committee is involved with developing a process on our strategic initiatives and it might be in the Student Success Committee's best interest to be involved in that process. Denise said we have produced an achievement gap report and we know our stats. Wayne said achievement gap data is available by program and we can decide what we want faculty to respond to by looking at program review. We have yet to decide on what data we want faculty to respond to in regards to achievement gap data.

Mayra would like to see student success on a wider scale and woven into the accreditation report. Denise said this is the first report we have had from Student Success in a long time. James mentioned to Mayra if we can have minutes from the committee on a regular basis, we could be kept abreast of their developments and offer assistance as needed. Denise said that perhaps each committee should report to College Council instead of just distributing minutes. Denise told Mayra that the charge to Student Success comes from College Council. Their agenda seems pretty large. College Council is the steering committee for accreditation.

What should those numbers look like on our student success scorecard? What should our numbers of persistence, retention look like? From Chemistry to Music those numbers vary. Mayra said we are not sure what the timeline is and what are three measures we need to look at.

The structure of student success is developed from key questions from the data and not necessarily developed from Council of Chairs. Donna said the timeline for completing our accreditation self-evaluation is really quick. The end of the February is when the chairs of the standards need to submit their completed standards to Donna so she may compile the entire document and give that report to Jason. Developing a process is the first step and we can include that in the self-evaluation. Karl said we need to find the original task for Student Success. He would like to hear from faculty and other constituency groups. We did not receive a clear task. Standards of Achievement derived from the accreditation commission which came to College Council and then tasked to Student Success. The process was not identified or defined at Council of Chairs. Donna said we need to develop a viable process that we can include in our self-evaluation for accreditation. Denise said we can tie this into college wide dialogues. We need to identify standards that show we are moving the needle. Denise said the accreditation team will want to see documented dialogue. Wayne said the Scorecard said our student success is 51.9. Is that good enough? If not, what will it take to get it there?

15. **Operations Committee and Facilities Items** – Tammeil said the minutes are attached.

16. **Planning Committee Report** – Wayne said the report on Strategic initiatives will be tabled until next time. We received 180 responses thus far on our governance survey. He will close the survey and distribute the raw data and then distribute another survey on awareness.

STANDING COLLEGE COUNCIL BUSINESS

17. **Campus Construction Updates** – Donna announced the list is attached.

18. **Progress Reports from Accreditation Committees** – Donna said Wayne, Melody and Gabriela and herself have been meeting over last two weeks. By the end of this month, everyone will give Donna their final drafts. She will compile the report from these updated drafts and give the entire document to Jason for editing. We will bring the self-evaluation to College Council for first read in April as the report has to be submitted to governing board in June. Gabriella has taken on compiling Standard 2A. Donna has met with Vicki on developing 2B along with the evidence for that section.

Denise said the website is also being worked on and we will have started a process to revamp our website. Gabriella asked about the web shots that have been taken for evidence thus far and what will the process be with a new website. James explained that we can change the URL names from “www” to “coast” and that will bring us to the documents we have used as evidence thus far. Denise said the website is being redesigned and there will be a space that will contain the evidence for our 2014 accreditation.

19. **Reports from Constituency Groups** – Faculty - Wayne said besides the bylaws, faculty forwarded a draft policy to the Operations Committee that defines the 10 minutes in-between classes. Students – Ysrael said they distributed fliers for their event on Tuesday and they are planning a general assembly before spring break. Management – Tammeil said Management Council met last month. They are working to reinstate All Staff Appreciation Day in April. They nominated the classified of the semester and are revamping the process to formally recognize the selected classified employee at All college Day. They also held discussions on AUO’s as well as talked about two proposed board policies – one on diversity and the other one cultural competency. These policies were proposed in DGC for a first read. Classified – no report.

20. **Announcements** - The Black History Celebration Event is tonight in the Knox Center.

21. **Next meeting is March 13, 2014.**

22. **Meeting adjourned** at 4:35 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President