

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

College Council Minutes
Thursday, May 8, 2014
2:00 p.m., HS-101

Present: **Faculty:** Bonnie Holt, Wayne Organ, Beth Goehring, Alissa Scanlin, Gabriela Segade
Management: James Eyestone, Karl Debro, Tammeil Gilkerson, Mariles Magalong, Denise Noldon
Students: Ysrael Condori
Classified: Erika Greene, Charles Ramirez, Kelly Ramos, Seti Sidharta
Guests: Jason Berner, Donna Floyd, Mayra Padilla, Cecilia Valdez (City of San Pablo and Foundation Board Member)
Absent:

1. **Call to Order** by Chair James Eyestone at 2:11 p.m.

PRESENTATIONS

2. **Public comment** – none
3. **Cecilia Valdez – Donation of Veteran Memorial Photos** – Cecilia said she was in Washington D.C. three years ago on Memorial Day and some took photos of some of the memorials and veterans who were there. She presented a few of the framed and matted colored photos from the large collection. She would like to donate them to the college. The San Pablo Art Gallery exhibited them last year on Memorial Day she but wanted to donate them to the college so they may displayed year round in our Veteran's Office. The Council thanked Cecilia for her generosity.

CONSENT AGENDA – ACTION ITEMS

4. **Identification of Speakers from Constituencies** – James explained that there was a discussion in President's Cabinet about how College Council has been recording its votes which differs from the way it is done at DGC (District Governance Council). Therefore, President's Cabinet decided to emulate how DGC votes which is by constituency speaker. Therefore, each College Council meeting will register votes by the speaker from each constituency. Each constituency elected to have the following members as their speaker.

Faculty – Bonnie Holt

Students – Ysrael Condori

Classified – Erika Greene

Management – Tammeil Gilkerson

5. **Approval of Agenda** – Mariles asked if the Budget Committee item could be moved to Information/Discussion as the Budget Committee has two "first read" items to be addressed by College Council. Tammeil made a motion to move agenda Item #19 to Information/Discussion, specifically to address 1) recommendations for Basic Skills and 2) proposal for Tutoring. James reminded the Council we cannot add items to the agenda under the Brown Act, but we may amend the existing agenda. Therefore James said we will move Budget Committee report to Information/Discussion. Tammeil motioned to move Budget committee to Information/Discussion, and Bonnie seconded the motion.

Vote to amend May 8, 2014 agenda: move Budget Committee to Information/Discussion: Students (Ysrael Condori) yes, Faculty (Bonnie Holt) yes, Management (Tammeil Gilkerson) yes, and Classified (Erika Greene) yes.

6. Approval of Minutes from April 10, 2014 – Erika Greene motioned to approve the minutes from April 10, 2014 and Bonnie Holt seconded the motion.

Vote to approve the Minutes from April 10, 2014 – Students (Ysrael Condori) yes, Faculty (Bonnie Holt) yes, Management (Tammeil Gilkerson) yes, and Classified (Erika Greene) yes.

Ysrael asked if the minutes will reflect the individual votes as it seems unbalanced if there are not a lot of students present. James said our by-laws state each constituency receives one vote.

ACTION ITEMS REMOVED FROM CONSENT AGENDA
NON-CONSENT AGENDA – ACTION ITEMS

7. Description of Advisory Committees – Wayne Organ distributed hard copies to each constituency speaker with the changes requested at the December 12, 2013 College Council meeting. Erika asked about the CSE and Mesa Committee Compositions. Seti said it was correct. Jason asked about the Tutoring Advisory Committee. Should it not be added? Denise said there should be some formal process for that committee to be a fully sanctioned committee. Ad hoc committees do not need to be Brown Act committees. Wayne said the district ad hoc committees are just called district committees. Denise said if the Tutoring Advisory Committee brings forward proposals, then they would be established as a formal committee. The Tutoring Advisory Committee advises the Student Success Committee. If the Tutoring Advisory Committee is to be placed in the College Procedures Handbook it should be presented at College Council. Bonnie said she sits on the Distance Ed Committee and her understanding is that the Distance Ed Committee does not request money. James said we will go ahead and vote on Wayne's document. Bonnie Holt motioned to approve the Description of Advisory Committees and Erika Greene seconded the motion.

Vote to approve the Description of Advisory Committees: Students (Ysrael Condori) yes, Faculty (Bonnie Holt) yes, Management (Tammeil Gilkerson) yes, and Classified (Erika Greene) yes.

8. Employee Check List – Tammeil said this is the work of the Operations Committee. These forms were developed to be used when an employee begins and departs their employment. This is to ensure we are tracking our infrastructure with keys, credit cards, equipment, etc. There is an entry form for when employees are hired and an exit form for when employees depart the campus. Erika Greene motioned to accept the employee check lists and Ysrael Condori seconded the motion. James showed the entry form on the screen from the first read at the March College Council meeting.

Vote taken to accept the employee check lists: Students (Ysrael Condori) yes, Faculty (Bonnie Holt) yes, Management (Tammeil Gilkerson) yes, and Classified (Erika Greene) yes.

9. Budget Augmentation – Mariles said she made the presentation last month. She asked if there are any questions. James announced this is a second read. Bonnie Holt motioned to accept the document and Ysrael Condori seconded the motion.

Vote taken to approve the budget augmentation: Students (Ysrael Condori) yes, Faculty (Bonnie Holt) yes, Management (Tammeil Gilkerson) yes, and Classified (Erika Greene) yes.

10. Basic Skills Budget – second read – Mariles said this was presented last month by Agustin Palacios. College Council advised Agustin to return to the Budget Committee with this proposal. Mariles said this item is now recorded in the Budget Committee minutes to approve the 2014 – 2015 Basic Skills Budget even though the wrong year is listed on the document. Tammeil asked for assurance that the Budget Committee supported this

document. Tammeil Gilkerson motioned to approve next year's Basic Skills Budget and Bonnie Holt seconded the motion.

Vote taken to approve the basic skills budget: Students (Ysrael Condori) yes, Faculty (Bonnie Holt) yes, Management (Tammeil Gilkerson) yes, and Classified (Erika Greene) yes.

11. Governance Survey Results – Approval of posting on web – second read – Wayne asked if the constituencies have accepted the survey results and if so, if we can post them on the web. Karl asked how often the survey is conducted. Wayne said it is administered at the request of the College Council. Denise asked if there can be retreat to review the data in order to develop recommendations. James said we are only looking for a vote to place these results on the web. James asked if all constituency groups reviewed the data and are favorable to accept the results. Erika Greene motioned to accept the governance survey results and Bonnie Holt seconded the motion.

Vote taken to accept the governance survey results: Student motioned to post the results of the web, and classified seconded the motion.

Vote taken to post the results on the web: Students (Ysrael Condori) yes, Faculty (Bonnie Holt) yes, Management (Tammeil Gilkerson) yes, and Classified (Erika Greene) yes.

12. Field Trip Forms – Second read – Denise said these are coming back to College Council as faculty wanted to review them. Erika asked if these are approved would they be used campus wide. Someone asked if these forms were adopted by the district and Denise said no. The district recommended that we have forms. Donna said many of the employees have not been using consent forms. Erika said that ASU completes forms when students leave campus. Erika Greene motioned to accept the forms and Bonnie Holt seconded the motion.

Vote taken to accept the field trip forms: Students (Ysrael Condori) yes, Faculty (Bonnie Holt) yes, Management (Tammeil Gilkerson) yes, and Classified (Erika Greene) yes.

INFORMATION/DISCUSSION

13. Art Sculpture – Red Valley – Denise said the presentation had already been made by John Diestler at a previous College Council meeting. Denise had concerns about displaying this art piece and has since had her concerns addressed. The art piece will be hung at no cost to the institution and displayed in the foyer of the AA Building in between the double doors on the second floor leading into the building. Denise said Professor Lu and Diestler are donating the costs to hang this art piece and Buildings and Grounds have already agreed to assist in placing this piece in the AA Foyer. James said College Council needs this proposal in writing. Denise said she doesn't have a formal proposal in writing but will put something in writing for the formality of the next meeting. Bonnie Holt made a motion to move this issue to an action item and Tammeil Gilkerson seconded the motion.

Vote taken to move this item to action item: Students (Ysrael Condori) yes, Faculty (Bonnie Holt) yes, Management (Tammeil Gilkerson) yes, and Classified (Erika Greene) yes.

Tammeil Gilkerson made a motion to approve the acceptance of the art sculpture by John Toki to CCC and that it be displayed in the AA foyer on the second floor in between the double doors. Bonnie Holt seconded the motion.

Vote taken to accept the art sculpture and display it in the AA foyer on the second floor: Students (Ysrael Condori) yes, Faculty (Bonnie Holt) yes, Management (Tammeil Gilkerson) yes, and Classified (Erika Greene) yes.

14. Integration council – Institutional Planning and Timeline – Wayne asked if everyone has had an opportunity to review the timeline. James displayed the timeline on the screen. Wayne reviewed the timeline again as it was initially proposed at the April College Council meeting. Mayra said the timeline needs to be corrected to place Spring 2014 in front of Fall 2014 or change it to Fall 2014 and then Spring 2015. Mayra said that some of our plans are out-of-date that that are posted on the web. Wayne said plans can be extended or a “bridge” plan can be developed until the plan is scheduled to be developed in this new timeline. Denise said many plans on our website are old and need to be replaced. Basic Skills plans are developed and approved annually as they have an annual report submitted to the State. Tammeil said we are in the process of writing plans for 3SP and Student Equity. Denise suggested the timeline show the Basic Skills Plan dated back to Fall 2014 as we have the plans but they are just not posted on the web. James showed the hierarchal chart on the screen. James asked if we can add a title the hierarchal chart. *Order to Plan Development* was added to the top of the chart. **This item will be addressed the next College Council meeting as an action item.**

15. Bridge extension for Strategic Plan to 2015 - Bonnie Holt motioned to extend the Strategic Plan to 2015. Wayne read a resolution written by faculty.

Contra Costa College Council

May 8, 2014

Resolution to extend the College Strategic Initiatives through Spring 2015

Whereas: *Contra Costa College’s Strategic Initiatives were authorized from 2007-2012.*

Whereas: *The College Council extended the college Strategic Initiatives to August 2014 (minutes of the College Council February 8, 2012).*

Whereas: *The Contra Costa Community College District (4CD) requested that we delay the process of developing a new Strategic Plan until the District Office completed its plan.*

Whereas: *The 4CD Strategic Plan was completed in the spring 2014 semester.*

Resolved: *That Contra Costa College extend the active date of the current Strategic Initiatives through the spring semester 2015.*

Resolved: *That Contra Costa College will begin its Strategic Planning process in Fall 2014.*

It was asked to move this be moved to an action item at the next meeting. James asked if anyone would like to fast track this item. Tammeil Gilkerson asked to fast track this item and Erika Greene seconded the motion.

Vote taken to fast track this item: Students (Ysrael Condori) yes, Faculty (Bonnie Holt) yes, Management (Tammeil Gilkerson) yes, and Classified (Erika Greene) yes.

Vote taken to approve the bridge extension of our Strategic Plan to 2015: Students (Ysrael Condori) yes, Faculty (Bonnie Holt) yes, Management (Tammeil Gilkerson) yes, and Classified (Erika Greene) yes.

16. President’s Report on Gas Leak – Denise addressed the Council stating the subcontractor was doing some underground work and clipped the gas line. The underground blue prints did not indicate the location of that gas line. The gas company contacted our buildings and grounds manager. Denise said she was less than a mile away at the dentist when the incident occurred, Tammeil was at a conference and Mariles was at the district. Denise returned immediately to campus upon learning of the incident. Police were on campus and staff arrived from District to help us out. Local police were also notified. All of the communications occurred as should be but there were a few glitches as the internet was down that day. The Shortel phone system was able to be used although by that time the buildings were evacuated. Denise commended many of the managers who were on campus that day. Mayra, Jason and Donna stepped up to direct students and employees. Because communication was a challenge with the internet down, we had a debrief meeting where we re-activated radio communication.

The district is also purchasing an emergency text system. Denise said we will also address campus safety at All College Day. Denise said she has been involved in the process of selecting the Police Chief in San Pablo and Chief Lisa Rosales will be attending our All College Day to address the campus. Denise said we will also work with the county to find out our responsibilities in a county emergency. Denise said the resolve to the gas leak came about around 12:30 p.m. District posted the information on the website. Some MCHS students called their parents and they were picked up. We only cancelled classes up until 1:00 p.m. For all intense purposes, the emergency plan worked very well but it did expose that we have to shore up some of our emergency services. The Knox Center did not receive any communication short of the MCHS texting other MCHS students in the Knox Center at the time of the evacuation. Denise said we do not want to put out any information until we knew it was accurate information and that is why we were slow to put out information. The problem was resolved that day.

16. Coordination of Institutional Change Issues – Mayra wanted to address College Council in regards to tutoring. She wanted to know the process for decision-making for activities outside of our normal structure. Prior to this meeting she met with Mariles and Wayne it seems that the Integration Council would be the appropriate place to address these issues. The Student Success Committee was asked to take on the Tutoring Advisory Committee (TAC). Once TAC has a quorum, then we can bring those items to College Council through the Student Success Committee. Mayra was also apprised of taking any major issues through a separate Traveling Road Show. James said there is no formal procedure as to address campus tutoring. By becoming an advisory committee to Student Success then it becomes no different than any of the other committees. As an advisory committee, the Tutoring Committee would not be under the auspices of a Brown Act committee. James asked if this item will come back to the next meeting as an action item with a proposal. **Mayra said we need to take it back to the Student Success Committee first.**

Mayra asked if College Council could delineate the process for campus items outside the normal structure. Wayne suggested that the writing of the procedure could be tasked to the Integration Council. **James said the Integration Council could be tasked with addressing procedures for those issues outside of normal committee structure.**

Mayra said it has also been unclear what to do with the budget for tutoring. Tutoring lies in various divisions. Denise said it was her understanding that all divisions would be placed together for tutoring not that we have separate monies designated for tutoring. It sounds as though the Tutoring Advisory Committee wants money for tutoring. Mayra said they don't want money for their committee but they want money for the institution to be used for tutoring. There are line items in the Basic Skills budget for tutoring, as well as division offices, CSE, HSI grant etc. Mayra said there should be a procedure that would bridge the divisions and all of these entities. Denise said it sounds as though they want to change the organizational structure. Mayra said that tutoring is currently not managed and they are requesting that someone manage this service. **Denise said she has a meeting with those involved with tutoring and then we will determine if this item is discussed further at College Council.** Denise said it sounds as though a request is being made for college funds to be diverted to tutoring.

18. Accreditation – Self Evaluation - Donna asked if she may also address Item #24 – report from the Accreditation Liaison Officer. Donna said there was a draft posted on the Portal several weeks ago and there will be another draft to be posted on the Portal tomorrow. The draft will be sent to the chancellor. Jason has reviewed three drafts. We are pushing to submit our report to the governing board by May 27th for the June governing board. Wayne suggested that after tomorrow, we encourage everyone to read the draft on the Portal. A report can be made at the next College Council meeting. Denise said it is important to have the college community preview the draft between now and May 27th. We are still making modifications and changes. We will also submit a draft to the chancellor. We need to receive college community feedback. We will be reviewing the document at

the May 19th meeting. Denise said we need to have approval of the document prior to June governing board. **James said then we will need to fast track this item at the next meeting.**

19. Special College Council meeting on May 19th at 3:00 p.m. in HS-101 – James said this special College Council meeting is necessary to finish up College Council business and have the opportunity to vote on moving forward the accreditation self-study.

20. Budget Committee – Mariles said we already approved the BSI Budget. The other item needing to be addressed is the creation of a Tutoring Coordinator position. Tammeil said Denise will be meeting with the tutoring folks on May 16th and Denise will make her recommendations after that meeting. Mariles said she can send out the tutoring plan again. Denise said this position proposal is outside of the Box 2A hiring for classified. Mariles said we specifically identified tutoring outside of that process and that is why there was an ad hoc committee to forward this proposal. **Mariles will send the tutoring proposal to Melody and she will send it out to College Council membership.** Mayra said the proposal was ignited with the idea of having one person to coordinate tutoring and program review and then that person could initiate the budget augmentation proposal. James said presumably if the Tutor Coordinator position was created then we are proposing to have a separate department. Wayne asked when we funded Distance Ed it was assigned to a release time faculty member. Denise said this is a brand new position being brought to College Council. Wayne said it seems to be an organizational issue and should be directed to the President and not College Council. There was a Box 2A process for classified positions. Campus tutoring was set aside because it did not fit into any entity and it was decided to bring it to College Council because it is outside of the shared governance process we have in place. Denise said the tutoring position we had previously was a faculty release time position and now it is being requested as a classified position. If there are issues to fund this beyond next year, which will the money come from as we have budget problems. The position will cost over \$100,000 a year which we do not have. James said we may see this as an agenda item at our next meeting.

STANDING COMMITTEE REPORTS

- 20. Budget Committee Report** – minutes attached.
- 21. Student Success** –minutes attached.
- 22. Operations Committee** – minutes attached.
- 23. Planning Committee** - did not meet so there is no report.

STANDING COLLEGE COUNCIL BUSINESS

24. Campus Construction – Mariles said additional dates have been set for Library Drive closure: May 27 to June 2 in order to finish sewer lines. We had the GA elevator bid walk with two contractors reviewing the work and ultimately no one submitted a bid. We will go back out for more bidders. Denise said there are not a lot of contractors that do this kind of work. We are going to distribute the job again and hopefully garner some more interest.

25. Accreditation Report – Already addressed.

26. Constituency Reports: ASU Election resulted with a new ASU President: Atone Agnitsh. He will begin July 1st. Most of the board members have three more months to end of their terms. ASU will sponsor a finals week event with refreshments for students. Club contact information will be distributed. We bought the rights to a movie that we will give to Library. Ysrael is planning to transfer to San Francisco State.
Faculty – Bonnie said they have done a major review of policies and procedures and will be voting next week.

Classified - Erika said Job Links is on June 3 at the San Ramon Center. They are scheduling car pools. They are going to Ventura to a leadership conference on June 19th. Elections are going to be held in middle of June. Classified will be working on the Classified website at the end of May along with a newsletter. Next meeting will be mid-June.

Management – Denise said Ysrael will be sorely missed. He has been right on target as for as representation of students at board meetings and campus meetings. He has been inspiration in spreading news for Measure E. Ysrael's transfer will be our loss and San Francisco's gain. Denise said we will have a formal resolution for Ysrael.

Denise gave props to managers for the Employee Recognition Day. The rain did not dampen our spirit as there was great food and camaraderie.

Measure E – Denise said she will have been to every city council meeting with John Marquez after next week. She attended Cinco de Mayo festivities in Richmond on Sunday. We were able to distribute Measure E and college information at that event. We are still experiencing enrollment challenges for Summer and Fall. It is critical that we support enrollment efforts.

Super Saturday is this Saturday. We will have a lot of students attending from feeder high schools.

We are still addressing safety efforts on the campus. Radio checks are occurring on a regular basis. Denise said if anyone is unclear on what area they are responsible for to send her an e-mail.

Lots of the end-of-the-year programs are occurring. Our Jazza Nova Group received an award two years in a row in *Downbeat Magazine*. *The Advocate* won quite a few awards from the California Newspaper Publishers Association at its Better Newspaper Contest luncheon in San Jose on Saturday and its 17th Pacesetter Award (top four in the state — at least 45 colleges in competition every year) at the Journalism Association of Community Colleges State Convention in Burbank. Denise said all of these awards are given to CCC students and we are proud of their accomplishments.

Management is also continuing to report on SLO's and AUO's at the Management Council meetings.

27. Announcements – Tammeil said the college is tasked with writing the Student Equity Plan where we will be looking at the achievement gap to see how we can close it. Our report is due in November of this year to the State Chancellor's Office. We do have a group of employees who are attending the Equity plan Institute to help us write the plan as well as leadership from the district office. We will bring back a report to College Council. This plan coincides with the Student Success Plan. Najia Azizi, Robert Webster, Mayra Padilla, Wayne Organ, Sherry Sharufa, Ed Cruz, Tammeil and Denise will be attending the conference. We tried to have a classified member attend as well but were unsuccessful. Tammeil encouraged everyone to come support the wheelchair basketball game this evening. Our speech competitors will be receiving their awards from their recent tournament.

Denise thanked Chevron for ten \$2,500 scholarships that will be presented to incoming high school students attending CCC full-time on Super Saturday. Tammeil was instrumental in designing the scholarship for full-time students. If students are full-time they are more likely to persist and we thank Chevron for initiating this effort. We are hoping that our foundation can continue this effort for these students next year.

28. Next meeting: May 19th at 2:00 p.m. in LA-107.

29. Motion by Bonnie Holt to adjourn and Ysrael Condori seconded the motion to adjourn the meeting at 4:35 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President