

Present:

Management – James Eyestone, Mariles Magalong, Denise Noldon
Faculty – Beth Goehring, Bonnie Holt, Wayne Organ, Alissa Scanlin
Classified – Seti Sidharta
Students- Ysrael Condori (arrived at 3:00 p.m.)
Guests: Donna Floyd, Bruce King, Kenyetta Tribble, Shondra West
Absent: Karl Debro, Tammeil Gilkerson

1. Without a quorum James said we can only review items, informally, without a vote, since there are no students at the meeting.

STANDING COLLEGE COUNCIL BUSINESS

2. **Campus Construction Update** – Donna distributed a construction update as of today featuring the following items:

- Knox Center Parking has been completed – waiting for City of San Pablo to sign off on completion.
- Music Building has been completed.
- Card reader has been repaired.
- Construction on the Gym Annex Elevator has not begun yet as still waiting for approval of the plans. Stadium project needs new door key cores and concession stand needs a few tweaks but basically project is done.
- Infrastructure project refers to the new telephones. This project is slated for completion on October 26th. Some phones have been installed. Full time staff will receive a new phone number. Part-time staff will receive a voice message. Training is scheduled on October 21st in the TV Studio. Melody sent out a draft telephone directory to the managers.
- The portable Bookstore will open on Monday as well as the Subway truck. Both venues are now housed against the fence in Lot 9.
- We received notice to proceed with the New College Center on October 14th. Parking will be impacted as Lot 5 will be used as the staging area by the construction company. Additional staff parking is provided in the Parking Annex across from Lot 7 with 20 spaces identified for staff and three spaces identified for ADA parking. The parking annex may be entered on via Moraga Street. Beth thanked Donna for the additional parking spaces behind the GA Building. Donna thanked Bruce for that effort.

3. **Reports from Constituency Groups – Faculty** – Wayne said the faculty participated in the District Charrette and read the data provided by Greg Stoup. Faculty are informed about the process the district is using and have decided that CCC should follow a parallel process; not a sequential process. This will allow us to begin the development of our strategic initiatives using the same process as the district's process. Wayne continued to report that the Academic Senate discussed the repeatability changes coming down from the State Chancellor's Office. They also discussed risk assessment and standards for scorecard metrics. Faculty will meet with Council of Chairs and Vice President's Office to work on institutional standards.

Management – Denise said we have invited Greg Stoup on October 16th from 1:00 to 3:00 in ELC 103 to provide CCC with the District Charrette information in order that we may move forward in the

development our strategic initiatives. Denise said the capacity of the room is for 55 so we are hoping for standing room only. Denise said there was quite a bit of concern about non-resident, concurrently enrolled students on campus. The legislation that supports these students was signed by Governor Brown very recently. As a result of the new law, we are dealing with the fact that the district is unable to collect apportionment for these students. The legislation treats these students as special admits to the college. This is a factor for many students in our service area. Currently there are 15 to 20 non-resident, concurrently enrolled CCC students with outstanding debts that total approximately \$30,000.

Denise continued to report that we received a nice gesture on behalf of the El Sobrante Rotary Club in collaboration with Joseph Camacho's advisement. The El Sobrante Rotary, in collaboration with the San Pablo Rotary, are hosting a walk-a-thon fundraiser on Saturday, November 2nd at Kennedy Grove Park at 9:00 a.m. They have asked for CCC staff to sign up as walkers, sponsors and/or helpers for the event. Denise will send this information out to the college community. Denise announced she is hosting a Veteran's Reception on November 8th at 2:00 p.m. in Three Seasons for our veteran students and those that helped with the walk-a-thon fundraiser.

Denise announced we have a new governing board member representing Ward III, Matthew Rinn, who is representing Ward 3 and replacing Sheila Grilli on the board. He is from Pleasant Hill.

Donna said we received a letter from ACCJC giving us choices of dates for our visit next year. Denise said Chancellor's Cabinet chose the date in October for the district-wide visit as all three colleges and district prefer to host teams during the same week.

4. **Other** - Seti motioned to adjourn the meeting and reset a date for a new meeting. Bonnie seconded that motion. Consensus was not reached and the motion to adjourn did not pass. Wayne motioned to call the meeting to order at 3:00 p.m. with Ysrael now in attendance and end the meeting at 3:45 p.m. to accommodate some of the constituents' time constraints with other meetings scheduled later this afternoon. Donna seconded that motion. Consensus was reached to have a 45 minute formal meeting.

5. **Call to Order** by Chair James Eyestone at 3:00 p.m.

PRESENTATIONS

6. **Public Comment** – None

CONSENT AGENDA – ACTION ITEMS

7. **Approval of Agenda** – Agenda approved.

8. **Approval of Minutes** – Minutes from September 12, 2013 approved.

9. **Changes to College Procedures Handbook A1003.5**

a. Vote needed to add “as posted on the Contra Costa College Website” by the *Meeting Time* in the College Procedures Handbook in Section A1003. Motion made to accept the addition as posted in the College Procedures Handbook. Motion seconded.

Action: Approved

b. Vote needed to post College Committee Roster to post on website. Motion made to post roster on website and seconded it.

Action: Approved

c. Change College Procedures Handbook – List in the College Committees those that are designated as “Brown Act” Committees and list those that are non-Brown Act Committees to “Advisory Committees.” Denise had concerns about the term “Advisory Committees.” Wayne explained the intention for Advisory Committees are committees that advise and are not shared governance committees. It was decided we will need to include a definition of Brown Act committees. After further discussion, it was decided that this item will return to next month’s College Council meeting with a definition given at the front of the listing of Brown Act and Advisory or Non-Brown Act Committees.

Action: Item C will be placed on the November 14, 2013 College Council and List of Committees in Section A1003 of the College Procedures Handbook will be redrafted with definitions given of Brown Act and Advisory Committees.

10. Revitalization, Suspension and/or Discontinuance Policy Revision – Denise said there were a couple of actions made under this policy. Denise said her recommendation is to work with Wayne and anyone else on Academic Senate and other managers to review the policy and ultimately have the opportunity to explain why management is recommending suspension for Dental Assisting. Since management voted yes, to recommend Dental for *suspension* and not *discontinuance*, management would like the opportunity to go back and try to honor the process allowing management to bring forth data and ultimately bring the final decision to the president. Denise said she should not participate in this process at College Council as she ultimately has to bring a recommendation to the governing board. Denise suggested a reconvening of the subcommittee in order that management has an opportunity to produce evidence to support the suspension of Dental Assisting and then College Council make a final recommendation to the President. Since College Council (three out of the four constituencies) recommended that Dental Assisting not be suspended at its March 14, 2013 meeting and then College Council voted that the process was not followed properly at its May 9, 2013 meeting, management would like an opportunity to follow the process as currently written. Management will bring data to support the suspension at which time faculty will also have the opportunity bring forth their data. Denise said it is not appropriate for her to bring the motion forward as the final decision will rest with her as president of the college.

Donna motioned to reconvene the Suspension task force, reinstating the Revitalization, Suspension and/or Discontinuance Policy, in order for management to bring forth data in support of the suspension of Dental Assisting. Wayne seconded the motion. The constituencies caucused for five minutes. Wayne said the faculty recommend that the process be picked up where the process was flawed last year. Management agreed. Denise said at the conclusion of this particular process, we will ask to establish a task force to make revisions to the E5005.0 policy.

Action: Task Force to reconvene and Management to collect data to bring forward in support of suspension of Dental Assisting. To be placed on future College Council agenda.

11. Formation of the Grant Committee – Role and Membership. Mariles said the recommendation for the Grant Committee was developed in the Budget Committee. Mariles reviewed the proposal of the composition, purpose, chair and recording of minutes as listed below. A motion was made and seconded to approve this new Grant Committee.

Status: Participatory (shared) governance committee of the Budget Committee.

Meeting Time: TBD

Composition: College grant writer, 2 management reps, 2 faculty reps, 1 classified rep, 1 student rep, others as needed ex-officio

Chair: College grant writer

Records: Minutes are recorded on information and action items, and are distributed to the members and public via the College website. All minutes are forwarded to the Budget Committee.

Action: Approved. Melody will add this committee to the College Committee Roster. The draft will be corrected to remove the “s” from Grant Writer.

12. Revision of Resource Allocation Process – A motion was made and seconded to move this item next in line since Mariles had to leave the meeting early. Mariles said we need to vote on this item today as the proposed deadline for the budget allocation is November 15th. It was recommended that the Budget Committee complete the point distribution on the rubric. Beth asked what is the definition of a unit? Mariles said anyone that completes a program review is considered a “unit.” Beth mentioned that last year the Fitness Center, received a separate budget augmentation from PE and the Fitness Center program review is integrated in the Physical Education program review. Mariles said that oversight will be brought to the attention of the Budget Committee.

Mariles emphasized that November 15th is deadline for this year’s resource allocation applications for classified and academic position requests. Feb. 5th is the deadline for the budget augmentation application requests. Next year, November 15th will be deadline for both position requests and budget augmentations.

A motion was made to extend the meeting to 4:00 p.m. and then table all other items to next month’s meeting. Another motion was made to fast track the resource allocation application and rubric for approval. That motion was seconded.

A vote was taken and the revised resource allocation application, process and rubric were approved.

Action: Mariles said she will send out an e-mail tomorrow to the campus and post the documents on the Portal.

13. Formation of Facilities Committee – James said Operations Council voted to absorb the responsibilities of the Facilities Committee. As such, the Facilities Committee will be deleted and the charge of the former Facilities Committee will now be part of Operations Council. A motion was made and seconded to accept this recommendation.

Action: Melody will remove Facilities Committee from the College Committee Roster.

14. Revision of Integrated Planning Model - Wayne showed the Council the former Integrated Planning Model with bubbles and pointed out how it does not show any correlation to the college’s planning and resource allocation. Wayne then showed the new integrated planning model designed in the graphic of a building. Denise recommended that under SLOA’s and AUOA’s it should say “ongoing” in place of “Two and Four year Cycle”. Mariles suggested that we change College Resource Allocation Process to Institutional Resource Allocation Process.

A motion was made and seconded to approve the Integrated Planning Model with the proposed aforementioned revisions.

Action: Approved.

Remainder of the College Council items (Standing Committee Reports) were tabled to the November 14, 2013 meeting.

Meeting adjourned at 4:00 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President