

Present:

Faculty: Bonnie Holt, Beth Goehring, Wayne Organ, Alissa Scanlin, Kenyetta Tribble  
Managers: Karl Debro, James Eyestone, Donna Floyd, Mariles Magalong, Denise Noldon  
Students: Ysrael, Condori, Jasmine Ramezanzadeh  
Classified: Janice Armagh – Leighton, Seti Sidharta; Shondra West  
Guests: Helen Kalkstein, Mayra Padilla, Sherry Sharufa

1. **Call to Order** – Meeting called to order by Shondra at 2:07 p.m.
2. **Public Presentations** – None
3. **Teacher of the Year of the Announcement** – Wayne said the teacher was not available at this time. He would like to make the announcement when the teacher is available.

**CONSENT AGENDA – ACTION ITEMS**

4. **Approval of Agenda** – agenda was approved.
5. **Approval of Minutes** – minutes from March 14, 2013 were approved.

**ACTION ITEMS REMOVED FROM CONSENT AGENDA**

**NONCONSENT AGENDA – ACTION ITEMS**

6. **Peace Celebration** – Mayra announced the peace celebration is planned during the month of April. Since the art work, of two collective pieces, was in question, the proposal was brought to College Council. Questions from President’s Cabinet were: where would the art pieces be displayed and where would they be stored during production? Mayra said that a remembrance wall is being created out of small blocks of wood that can be formed and decorated by the students. The second art piece will be two 12 X 9 foot canvases. In the center of the canvases, will be a peace logo, created by our art department that consists of a peace dove in the middle of a hand. Students will spray paint messages of peace or names of those who have passed on the canvases around the the peace logo. These art pieces will be able to be dismantled and easily stored. Currently, the Automotive Department has offered their space to be used for the “graffiti” (spray painting) of these art pieces and they have also stored the pieces until a more “permanent” home is located on campus. Mayra said they would like to move the art pieces to the central quad area on a tarp from 12:00 noon to 4:00 p.m. for the next two Wednesdays in order to include more students in the project. Mayra said there will be art instructors on site to monitor the students and to provide instruction to the students on how to create the mural. Masks and tarps have been purchased to keep the artists from inhaling the paint fumes and to avoid spillage onto the concrete.

Karl asked if these kinds of events can be “fast tracked” as the approval process seems cumbersome to bring this cohesive effort together for a campus-wide cultural enriching experience. Dr. Noldon said that plans should have been brought forth earlier because we need to follow a process. Denise said if the plan is in writing and placed through the system well enough in advance, there shouldn’t be a problem. Planning is paramount. For instance, if there is a Peace Month scheduled for next year, we should start planning t at the end of this month. Denise said next year’s process should be smoother as we were building some of this process as we went along this year. Donna said the initial request came to her as

“graffiti” art which raised some flags. There is the potential for people to misinterpret the message and that could attract unwanted graffiti. Mariles said vetting is necessary to ensure that events do not place the college in any sort of liability.

Donna said the approval process would have been quicker if the initial request was submitted in writing. Mayra asked if it is just the art piece that requires approval. Dr. Noldon said it depends if other resources are needed. Spray painting in the middle of campus entails using hazardous materials and Buildings and Grounds should be informed of these kinds of activities. Seti asked if it is windy, would the location for the creation of the art pieces be moved back to the automotive area. Mayra replied affirmatively.

**A motion was made to approve the proposed location in the quad for the next two Wednesdays of the month. The motion was moved, seconded and unanimously approved.**

7. **Basic Skills Initiative Allocation** – Sherry apologized for not distributing her budget sooner but the Basic Skills Committee met yesterday. Sherry distributed the budget from last year and gave the history of the basic skills budget. Basic Skills receives \$90,000 a year. Next year, the Basic Skills Committee is proposing to spend the \$90,000 as follows: \$12,000 for a BSI Coordinator, \$20,000 for Tutoring with hopes that the college will supplement this amount, \$10,000 for Supplemental Instruction as SI worked well in the past, \$10,000 for Student Services to be used for a counselor, \$10,000 for ESL Tutoring, \$6000 for an ESL Hourly Assistant, \$8,000 for Faculty Development, \$3,000 for Clerical Assistance, \$5,000 for Umoja, and \$6,000 for Research. They are requesting that the college cover release time for the Umoja coordinators.

Denise said all of these budgets requests should have been requested through the Budget Committee and the new budget allocation process as there is no “college budget” to request “supplemental” monies outside of the budget allocation process. Kenyetta clarified that they are asking for faculty release time for Umoja, similar to Puente. Denise said we currently do not have a process to assign release time. Donna said generally reassigned time is approved through the departments. Helen said the College Skills Center did request budget augmentation as the \$20,000 assigned for tutoring in the Basic Skills budget does not cover all of the needs. Mariles said the budget allocation process identified those items that don’t fall into specific departments such as a college-wide tutoring. The Budget Committee met with Jason Berner and asked him to develop a proposal for the College Wide Tutoring plan.

Mariles said the Budget Committee is looking at how they can fund this request. Denise said we cannot make budgets contingent on what “the college can do” as we cannot do a lot this year. We will be operating at a deficit next year and there is no extra money to help with these kinds of requests. Denise said there is a limited amount of money and if College Council allocates the majority of our budget to tutoring then everyone else will be allocated less for their proposals. If the college-wide needs are funded off the top then everyone else receives less. Karl asked what does this mean for Umoja and Tutoring? Helen said the \$48,000 for tutoring this year is still not enough. Wayne asked if we are we tutoring anyone that is not eligible for basic skills money. Sherry said the Basic Skills Center is used by students taking basic math classes. Students enrolled in anything higher than basic math are referred back to the Math Department for assistance. Wayne suggested that this issue be brought to the Budgeting and Planning Committee. **Sherry said she will take the budget back to the Basic Skills Committee and let them know the college is unable to supplement Tutoring with \$28,000.**

8. **College Mission Statement, Vision Statement, Goals and Beliefs** – Second Read – Wayne distributed the mission statement, college goals, revised college values, college vision and college beliefs statements. Wayne addressed the Mission Statement and asked for a vote. **The mission statement was approved unanimously. The mission statement will now be forwarded to the governing board.**

*Mission: Contra Costa College is a public community college 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.*

Wayne addressed the college goals and asked for a vote. **The goals were approved unanimously.**

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. *Ensure professional development is focused on student success.*

Wayne addressed the college values and asked for a vote. **The values were approved unanimously.**

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 in an environment that is safe and respectful for all students, all faculty, all classified, and all managers alike.*

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

Wayne addressed the vision statement and asked for a vote. **The vision statement was approved unanimously.**

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.*

Wayne addressed the college beliefs and asked for a vote. **The college beliefs were unanimously approved.**

*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.*

9. **College Committee Structure** – Changes to College Procedures Handbook – Wayne distributed his revised structure from last month’s meeting. Denise asked where the chart indicates that Planning is tied to Budget as it not clearly delineated on this chart. It was explained that the chart reflected to what committee or subcommittee each reported to.

The purpose of this chart was discussed. Denise said we should have one chart on how we show our governance structure. Donna said an Integration Planning Model is different from a Reporting Model. Wayne was trying to show the flow of information and how committees bring their presentations/recommendations to College Council. Wayne said this idea was developed out of the Academic Skills and the Achievement Gap committees so that the committees would not be working in silos. A chart showing how we make decisions would be a separate document. James would like to see a clear title for this chart and an explanation of its definition. Shondra suggested placing the Budget and Planning Committees on the same line with a two sided arrow showing an exchange and then add an arrow to College Council from the Budget and Planning Committees. This would eliminate the need for the Integration Council. **A motion was made, seconded and unanimously approved to have Wayne revise this chart and bring it back to the May College Council meeting.**

10. **Program Revitalization, Suspension and/or Discontinuance for Dental Assisting** – Wayne said this item was tabled because managers requested to table it. Denise said she met with the faculty member involved in this situation and a number of constituents. Dental Assisting was slated to be placed on suspension and a program may be suspended for three years. Denise said she was not aware that College Council could vote on this issue, specifically to remove a program off of suspension. Denise said the Program Revitalization, Suspension and/or Discontinuance policy does not state that College Council is allowed to vote to remove a program from suspension. The policy only recommends College Council to discontinue a program. Denise continued to say currently, we do not have the money to bring back Dental Assisting. Denise is still trying to gather data to show how management arrived at their decision to suspend the program. **Denise will try her best to bring a report to College Council next meeting.** Wayne said the program should have been brought through the Revitalization, Suspension and/or Discontinuance process prior to being addressed at College Council. Denise said the District Education Planning notes show Dental Assisting was slated for suspension and discontinuance. At that time, it was noted that there was no written formal process for the college. Denise said we cannot proceed with the action taken at last month’s College Council meeting because the policy does not say College Council can vote to unsuspend a program. Bonnie said it seems that a decision to suspend was made in error with no supporting data. What is the recourse? Denise said when the decision was made, the program review data indicated low enrollment and low productivity. Wayne asked then why didn’t final recommendations by President’s Cabinet show some sort of concern?

Denise said that securing a grant to obtain dental equipment, was not part of the process. Currently we are operating at a deficit and if we continue operating at a deficit we are going to look at other programs that we may have to discontinue because we cannot afford to continue offering them. Financial reasons and productivity data will be the criteria used when looking at our programs going forward. Dental Assisting is not the most costly program but now it is the program that would be the least disruptive to

discontinue being there is only one faculty member and currently there are no students. **This discussion will be continued at the next meeting.**

11. **CCC Logo** – Denise said there is an intra-county wide campaign to advertise our summer classes using all three campus logos. Unfortunately our name is not incorporated into our logo. Denise is asking that we reconsider our logo by adding *Contra Costa College*. We will be celebrating the 65<sup>th</sup> anniversary of the college in 2014 and we could also considering adding that to our logo. Our anniversary will give us the opportunity for fundraising. Seti asked if we could have a competition for logo design.

College Council unanimously agreed to be add *Contra Costa College* to the logo in the interest of time. James said the college should have a style guide and we should have rules indicating when and how the logo should be used. **A motion was made and seconded to create a style guide with the logo. The motion was approved unanimously. Denise and James will draft a style guide.**

## INFORMATION/DISCUSSION

12. **Facilities Items** – Bruce said the AA elevator is complete. They are waiting for the inspector to approve early next week. An ADA door has been installed in the Child Care Center. They continue to work on installing two ADA parking spaces at the Knox Center. Last bids for the parking stalls will be April 17<sup>th</sup>. Elevator for the GA Building should begin in the fall.

13. **Student Success Update** – Jasmine said the Student Success Committee is meeting on the 17th from 1:00 to 3:00 to establish committee goals.

14. **Campus Construction** – Donna said the Music Building is still awaiting completion of punch list items: water pressure, security, HVAC and completion of IT installation. The completion date is a moving target. Shondra said she has scheduled classes in the Music Building for the summer. Donna said she will keep Shondra apprised. James said the IT piece for the Music Building is completed thanks to the District and campus employees working really hard. Network capability is functional in the building. The portables still need DSA approval and will be used for swing space. We will not obtain the portables until mid to late July. The district informed us on Tuesday that an ADA restroom would have to be installed in the R Building in order for Student Life to move in the R Building.

15. **Progress Reports from Accreditation Committees** – Donna said she is hoping to receive the drafts of the standards this month. Donna will pull them together and bring a draft to College Council for review. We will send our self-study to the accrediting commission by August 2014.

16. **SLO Coordinating Committee** – Our new SLO Coordinator is Gabriela Segade and she will work with Wendy Williams during the transition. Gabriela has developed a form to evaluate assessments and the Liberal Arts Division will partake in that process at their next division meeting on April 17<sup>th</sup>.

17. **Planning Committee Update** – Wayne said the Planning Committee will be meeting with the Budget Committee to review 39 very long budget requests. We will create ratings and post those ratings on the Portal to show how the Planning and Budgeting Committees worked together as this will be used as evidence for accreditation. Ysreal said none of the students have access to the information because of it being posted on the portal. Wayne said he will correct that oversight.

18. **Reports from Constituency Groups** – Denise said on Tuesday at DVC, State Chancellor, Brice Harris revealed the State Chancellor's Office score card. DVC was above average statewide on some items and we were average or below average. Denise indicated that we have an opportunity to meet with a consultant who may be available to work with College Council to begin our strategic planning.

Today we had a successful Principal's Breakfast where we reached out to our base high school student population.

We need to review our facilities master plan that is posted on line early next fall. The district is promoting a bond campaign in June 2014. Our current Master Plan was in affect from 2008 to 2017. We need to concur that the next projects slated in the plan are the projects we want to move forward with this next year. Wayne said an ad hoc committee was formed from College Council to make recommendations on the facilities master plan. **At our May College Council meeting we could recommend the ad hoc committee to make recommendations to the September College Council.** Denise said we could also bring this to constituents through the traveling road show. We will ask for the committee to review this over the summer. Denise will direct College Council through the next steps.

Jasmine and other students will be attending a community meeting run by San Pablo Police and CCCCD Police regarding youth education and safety awareness. Tomorrow is last day of ASU elections. Voting also includes questions about the student activity fees. The district trustees' campaign has two candidates to begin campaigning district-wide next week. The outcome will be announced the third week of May. Two MCHS students are promoting their green projects one of which includes trying to reduce the amount of plastic bottles that students use. ASU is able to assist in the cost of that project with their activity fee. ASU will attend the California Community College Leadership Training Conference from the 25<sup>th</sup> thru 28<sup>th</sup> at the end of the month.

Wayne said the senate is finishing their work on the course repeatability issue. Kenyetta is involved with discussions about the CIC involvement in this endeavor. We are engaging the faculty on line with the design of the assessment form. The Academic Senate does not support the change from "shared" governance to "participatory" governance. They have been discussing "What constitutes a teacher of record?" They have polled faculty on keys to the classrooms. They also discussed the dental assisting issue.

19. **Announcements** – James announced the Sustainability Committee is promoting "bike to work day" on Thursday, May 9<sup>th</sup>. Buildings and Grounds supports this endeavor by providing a "refreshment" bag to those who ride their bicycles to work.

20. Meeting adjourned at 4:35 p.m.

Respectfully submitted,

Melody Hanson  
Senior executive Assistant to the President