

CONTRA COSTA COLLEGE
College Council Meeting Minutes (Approved: 11/12/20)

Date: Thursday, October 8, 2020

Time: 2:00–4:00 p.m.

Location: ZOOM

Present:

Faculty: Katie Krolikowski (Chair), Stephanie Austin (Faculty Speaker), Jon Celesia, Sarah Boland, Chao, Vanna Gonzales, Nikki Ferguson

Classified: Brandy Gibson (Classified Speaker), Marisol Cantu, Zaira Sanchez, Hector Moncada, Jennifer Reynoso, Kelly Ramos, Jackie Ore, Vanessa Mercado

Management: Rod Santos, Mayra Padilla, Evan Decker (Management Speaker), Norma Ambriz-Galaviz, Rene Sporer, Dr. Damon A. Bell, Larry Womack, Dennis Franco, Mariles Magalong, Tretha Harris

Student: Ricardo Sanchez Student Speaker), Blanca Castillo

Note taker: Joy Brucelas

Voting members (one vote per constituency group); all questions monitored in chat

TOPIC	OUTCOMES	ACTION ITEMS
Public Comment	Meeting called to order at 2:06 p.m. Evan commented a fantastic job and well done for accreditation process with everyone involved in the campus community.	
Approval of agenda	Consider moving Big-4 Standing reports up? #5 or #7 Motion to Approve agenda moving the Big-4 Standing Committee reports prior to action items by classified (Brandy); Second by faculty (Stephanie)	Chat function not active, Joy will check if she can setup during meeting
Approval of Minutes from 9/10/20	Motion to approve by classified (Brandy); Second by faculty (Stephanie)	
Big-4 Standing Committee Reports (moved up on committee reports on agenda)	College Council Committee Reports shared. This is a new process that has been added to College Council and will be available in future meeting minutes.	
Budget Committee Report	Mariles report. Committee drafted CARES fund distribution/application process. Talked about the CoronaVirus Relief funds for COVID-19 response block grant. Funds are from federal and state, used for activities that directly support student learning, continuity of education and mitigate learning loss related to COVID-19. Allocation is over \$478,000; 216K for federal and balance is state. Fed needs to be spent by 12/20 and State by 6/22. Part of funds are committed to purchase a CRM system.	

	Will review of applications for CARES funding, assuming approval by CC of application process today, review and approve goals for 2020-2021, review college budget at 10/21 meeting and review committee chair structure.	
Operations Committee Report	<p>Mariles report. Student WIFI available in parking lot. Signs were installed and Larry Womack sent notifications to students and staff will also be notified. Text messaging is the most effective communication with students. Since Mitel phone system has limited capabilities, James is drafting a proposal to use Microsoft Teams and will be presented at next meeting on 10/21 and bring it to the next CC meeting.</p> <p>Upcoming topics for committee meetings: review and revision of Committee Chairs structure and meeting time, review and approve goals for 2020-2021, review scheduled 5-year maintenance plan, and other safety and operational matters.</p>	What about having charging stations in parking lot to use WIFI or purchase portable chargers with CARES funds? This will need to be brought back to Operations Committee.
Planning Committee Report	<p>Jon report. Committee voted to recommend to College Council at the next meeting to put CCC committees in a prominent place on the website, under "About Us".</p> <p>Guidelines will be developed how validation teams are formed; cleaning up the process for program review and the validation process; and adhering to the ACCJC requirements.</p> <p>Major topic of discussion was Student Learning Outcomes with faculty push back on the validity of SLOs. How does SLO connect with program review?</p>	<p>Add recommendation by Planning Committee to next College Council meeting.</p> <p>Notify Admins where the documents will be stored, other than the Q Drive.</p> <p>Recommend adding Board Docs training? This should be directed to Operations Committee</p>
Student Success Committee Report	<p>Rod report. Meeting last Thursday and well attended. Reviewed subcommittees of Student Success: AB-705, Professional Development, SLO/AUO, and new Racial & Social Justice. Discussed SP 2021 instruction and student needs. Upcoming items: working on a proposal for Registration and System enhancements with A&R and Counseling for desired improvements. Student Tech resources proposal was written and approved by constituency groups and requesting for laptops, scientific graphic calculators, WIFI Hotspots, Comcast internet codes, and headsets.</p>	<p>Rod can share the student tech resources proposal with College Council.</p> <p>Racial & Social Justice Committee charge will be brought to College Council for review and approval.</p> <p>Rod asked how to move forward with the student tech resources proposal. Mariles said to wait until the budget committee proposal is approved.</p>
Approval of CARES Act funds distribution process	CARES comes in 2 buckets: 1.M to Direct Students; 1.2M for costs associated to delivery of instruction; \$600K committed to DE program, faculty training, faculty computers,; Review of proposed distribution process. Proposals are	Recommendation to bring proposals to Management Council to discuss what other additional resources can be allocated; and

	<p>submitted by who? Manager overseeing spending of the funds would submit the proposal. Applications will be accepted until all funds are exhausted.</p> <p>Concerns could fall under the CRF funds (Norma). Management group can draft a proposal, without the union involvement and to craft ideas from the executive levels. Need examples what classified need assistance with. Discussion/Feedback about supporting classified. Budget Committee may recommend that Management Council (Check w/ Mayra on language she suggested). Katie made suggested edits to form.</p> <p>Tentatively approve process with final refinement of language for next CC approval (Evan), Second (Brandy)</p>	<p>making recommendations (Step IIB?) (Mayra). Would it be equitable to provide classified a small stipend from these funds (Kelly). Think of Actions to move things along (Katie). Have an Action Item at the next College Council meeting and have a statement of support on the agenda. Can this request be towards Caring Campus Initiative?</p>
Approval of Committee Membership list 2020-2021	<p>Recommend approval as submitted and have the committees chair comes back before CC with their methods of voting structure and placed on the website—can be distributed via email (Evan); Second (Stephanie)</p> <p>. Feedback / Discussion</p> <p>Motion to include list on website (Stephanie), Second</p>	Action to Committee chairs and to Joy to email
Guided Pathways	<p>PowerPoint presentation-Guided Pathways is part of goal #2 of the strategic plan</p> <p>Evan encouraged everyone to view the video. Presentation included.</p>	Mayra requests to reschedule Management Council in October? – conflicts with G?
Progress of Action Items from prior meeting	<p>Check-in/report by Katie—</p> <p>3 Action Items:</p> <ol style="list-style-type: none"> 1. How can CC understand goals of increasing participatory governance? 2. An accessible organizational diagram on the college website would be helpful. Katie sent a diagram to Larry. What type of diagram? Would be helpful to have both (management and governance). 3. Info of committee chairs to contact them quickly and will follow-up after accreditation. 	
Review of Strategic Plan/Setting Priorities	<p>Mayra shared recommendations:</p> <ul style="list-style-type: none"> • Review action areas/etc. • Identify measurable outcomes • Review any existing data on each action areas to help inform the identification of the measurable outcomes—share info widely <p>Would like to recommend to look at Strategic Plan and who would be the appropriate stakeholders that help set the measurable outcomes.</p>	Mayra will share information back to the Planning Committee

<p>Update and Discussion of Spring 2021 schedule</p>	<p>Email from Gene Huff came out. Spring 2021 will be continue to be in remote. Campus is not closed, currently on 4/10s, still operational on Fridays.</p> <p>Some programs are coming to campus. Goal is to eliminate risks and with few people on campus. More discussion will follow in spring for summer and fall 2021. No decision has been made with district about summer and fall 2021.</p> <p>Added highlights from Katie (for Academic Senate)—Academic Senate encourages faculty to look at course outline, having conversations with their Dean and what are needs to carry across teaching remotely. Academic Senate recommends to have a Town Hall.</p>	
<p>Reports from Constituency Groups</p>	<p><u>Management report</u>: Evan reported retreat in September on Racial & Social Justice and summary of summer sessions. Management Council meeting was cancelled due to preparing for accreditation week. GP Forum on 10/22, 3 p.m.</p> <p><u>Associated Student report</u>: Ricardo reported they are working with the OER, following Maritez’ lead; working on food pantry/food distribution; upcoming events—debates (10 students and problem with zoom links; to build morale with students—Halloween spooking contests—to post pics on Instagram/Tick Tock w/ prizes available for best costume, home-made costume, and most creative. Congratulated group about accreditation process! Thanks</p> <p><u>Classified report</u>: Brandy report</p> <p><u>Academic Senate report</u>: Katie report.</p>	<p>Send email for reports</p> <p>Evan asked how resolutions will be shared! A Joint email will be sent out.</p>
<p>Announcements</p>	<p>10/21/20, confirmed Antonio Vargas to speak on Undocumented Student Action Week; More activities to come for that week (by Mayra)</p> <p>Special Shout Out to Brandy!! Most homework!! Send Brandy a bottle of champagne.</p>	<p>Request by Mayra to add another agenda item to next CC meeting: Look at areas of improvement identified in the ISER—and connect to the Strategic Plan, to make recommendations for updating. Noted! Will see if President’s Cabinet considers this.</p>
<p>Next Meeting</p>	<p>November 12, 2020</p>	
<p>Adjournment</p>	<p>Meeting adjourned at 3:55 p.m.</p>	