

Present:

Denise Noldon, Tammeil Gilkerson, Mariles, Magalong, Wayne Organ, James Eyestone (Guest), Erika Green (for Shondra West)

Absent:

Ysrael Condori, Melody Hanson

Notes:

Meeting Called to Order: 9:03 a.m.

I. College Council Agenda for October

- *Nonconsent Agenda—Action Items*
 - *Changes to College Procedures Handbook: Discussion on whether this item needs to be deleted from agenda or bring back what the procedures would look like, not as a 2nd Read—but move to “Information”*
 - *CCC Logo—Style Guide: Delete from agenda (was approved at College Council in September).*
 - *Revitalization, Suspension and/or Discontinuance Policy Revision*
 - *Denise tabled and will be presenting the decision on the Dental Assisting Program, and recommended changes to Program Revitalization, Suspension and Discontinuance policy.*

- *Add “DRAFT AGENDA/MINUTES” to Approval*

RECOMMENDATIONS for Agenda:

- *Tammeil said the Standing Committee Reports should be a separate category; after Information/Discussion. Move 1st Read under “Information/Discussion”. We can send a link of the agenda to the Portal Page. Under Formation of Grant Committees, we can send back to the parent committee, and take off agenda until the committee is ready to bring agenda items forward. She also asked for a “President’s Report”. Denise commented that she can include her Management Report and do a separate President’s Report.*
- *Wayne would like to forward minutes from the Constituency Meetings, and Denise will work with Melody to see if will to post minutes to the portal page. James said he can help provide training and support to Melody.*
 - *Denise said it is the responsibility of the committee to post their minutes on portal and review minutes. She will ask Melody develop a Draft of the Recommendations. We also need to keep comments within the time allotted in the agenda or make motions to extend time.*
- *Denise commended James about the meeting being well run and doing a great job*
- *At College Council, Denise suggested that a meeting take place meeting with Chairs of the Committee and establish a direction for the Chairs as to things such as protocol and posting of agendas and minutes.*
- *Mariles said she is still updating and transferring all agendas/minutes to a location where James can update. She suggested to move Budget Committee down the agenda. The Budget Committee has not met yet, but James will draft an email to the committees, to separate action items from your reports. Mariles will include in Budget Committee Report, regular Business & Other Assignments—*
 - *How items are forwarded to the Grant Committee? Tammeil will add to agenda for Operations Council for discussion.*
- *James suggested to add a “Presentations” heading on the Agenda with Public Comment. He also commented that there is no handbook on How to be a College Council chair!—He would like to document things for future chairs.*

- *Mariles suggested to include Action Item (Non-consent agenda)—“Creation of Facilities Committee/Grants Committees” to be reported by Tammeil/Mariles—under Information item (1st Read)—Develop a Charge, Composition, Meeting Times, etc. (Mariles)—*
- *Tammeil is having another Enrollment Management meeting and will be making recommendations on (Under Planning, and will bring forward changes).*
- *Reports would come out Planning Committee Report?? Can James add items to the agenda as Chair? As the Chair, you can put items on the agenda and the draft agenda is put together by President's Cabinet. Tammeil said the Cabinet then decides what gets added to the agenda and there needs to be a process at purview of the Chair to add agenda items.*
- *President's Cabinet meets before College Council—Next meeting for President's Cabinet is October 11, 2013. This will give an opportunity for things that happened yesterday, things can be added by contacting James (Chair). According to the Bylaws for College Council, he can send things out via email. James is happy to collect things and organize, but the President's Cabinet should be meeting the Friday before College Council.*
- *Denise asked if there are any other items for the agenda? The agenda will come out after Melody comes back! Through email, we will resolve finalizing the agenda.*

II. Constituency Reports (moved After College Council Agenda for October 9)

A. ASU Report: None

B. Classified Senate Report

Erika Greene provided a report for Classified Senate (on behalf of Shondra West) Update for 2013-2014

- a. *The Classified work group was a success; the Classified Senate updated their bylaws and constitution, created the classified handbook, and updated the classified sections of the procedure manual.*
- b. *Elections Results - the two positions; Vice President and treasurer were determined. Erika Green (Vice President) and Darris Crear (Treasurer) The president and secretary position are up for elections—April 2014. The rotation of positions for Vice President/Treasurer is during the Odd Years and President/Secretary during the Even Years.*
- c. *Six Classified Staff attended the 4CLI Conference in Sacramento and four of the six are active members. The other two members are pending membership; Joy and Sui-Fen. At these conferences, there are different workshops on how to improving Classified, opportunity to network with other Classified*
- d. *There will be a meeting this month! Will need to encourage more staff to participate; open the lines of communication with staff, faculty, and managers. There are still some staff that have problems with their supervisors in getting support to participate. We need to find ideas to involve staff and try to figure out where's the disconnect? Want staff to feel comfortable with working with their managers, but due to time, they can't leave their desk—it's happening through all campuses!*

Denise commented from the Management perspective, she does not want to hear that managers are saying we don't want staff to participate on committees. It's a primary goal that Classified staff have opportunity to participate, and if there's a problem from the manager, they need to work with their manager to work it out. We want to encourage staff to participate and Denise will bring this topic up with Management to encourage their staff. If there's an issue of coverage, we can look at putting an hourly to backfill in the work. There are critical jobs we have and classified staff can sit down with their managers to come up with a suitable solution.

Tammeil said that some people have different levels of comfort. Sometimes there is politics involved! Sometimes it's about not wanting to be involved; but there's ways to participate! Erika will be on the Professional Development Committee and is trying to get Professional Development geared towards staff!! Sometimes there are workshops available, and staff may not see if there's a benefit to them attending a workshop! If we can get staff involved in more Personal Development Workshops to build their skills (i.e. Microsoft Excel, Datatel, etc.), We need to do more Datatel workshops. Classified staff needs to take a bigger role). We are a family environment and we need to support each other.

Denise asked if we are trying to assess their interests?

Erika said Professional Development can not only be applicable to your job, but more of a personal development! There are classroom techniques to get staff active on more levels! Be more visible! Denise stated that it's participatory governance and that all constituencies should be involved. The Chancellor and Board, part of their focus is creating Professional Development opportunities to create an overall proficiency in areas that can help beyond current jobs, and developing employees so they can avail to other opportunities.

Mariles said if classified staff are interested in participating, when they meet w/ staff at beginning of year, make Professional Development as one of their goals.

- i. Classified Senate met on September 4, 2013
- ii. Goals were established at this meeting to
 1. Encourage staff participation
 2. Open the lines of communication
 3. Offer more support for the classified to determine their need
 4. Encourage attendance on specific professional development workshops geared towards improving skills and
 5. Ability to work smarter not harder.
- iii. Fall 2013 Scheduled events:
 1. Potluck on October 11th from 12-2 p.m. in the Three Seasons Restaurant
 2. December--Annual Professional Development Winter Retreat. Date To Be Determined.
- iv. Look forward to the Classified Newsletter Issue: Approximately Sept 30—near the anniversary date when the Highly Classified" newsletter first started on Sept 28, 1989.

Erika reported that Shondra gave her an update on Program Review and final recommendation to bring up. Denise said since Shondra was part of a review team, we may need to table this item/report until Shondra returns. Erika brought a print out for the committee. This item will be Tabled. Denise asked Erika to distribute handout to everyone.

C. Faculty Senate Report

Wayne provided a report on FCC (Faculty Senate Coordinating Committee)—was re-elected as Chair—taking 2 big issues—Equivalency—Standardize via Program Review—Best Practices within 3 campuses and standardize and talking more about commonalities—Repeatability has something to do with this.

Denise said from a Counseling standpoint, it's important for students how they understand how courses articulate. What happens if we don't do that, students will get credit one way and can fall short because they receive subject credit one time—has students falling short—if students take Statistics 3 times from 3 places...

Wayne said we have never had a District Wide Curriculum Committee; Kenyetta is leading this effort.

Eventually leading to common course numbers and we will work closer with the music departments. Wayne is willing to give up small things for big things.

○ *Setting the stage to "Common Course Names"—move more easily to an agreement. Has to happen at some point, when they went to LACCD with looking at repeatability. If we are having trouble, imagine what students are experiencing. Equivalency needs to be more uniform!*

Wayne said at LACCD, their course offerings are from a Common Core. If we can agree if we have "Beginning Swimming", it would be the same at ALL Campuses.

Denise said case in point, we don't have any 100% online courses at CCC—why would that be? Because it's offered at DVC? – we should start conversation about the diversification of what we offer to our students!! Larger conversation we need to be having.

Wayne said as curriculum, it has to be generated through the FACC. Will talk to Judy about offering Online classes.

Denise said it's important that it's on the record. It may look like we don't have any online courses, from our standpoint, this may be a question we ask faculty. More on this later. Wayne said we have local issues, but at Senate, there are more issues.

Denise appreciates all of Wayne's advocacy.

D. Management Council Report

- *Denise will add the current agenda for Management to Support Classified;*
- *Passing of Sheila Grilli (Board President) a few weeks ago, services were held on Monday and was well attended. The Board voted for a Provisional Appointment and after the term ends there will be an election. Hopefully, we will have a replacement by November Governing Board Meeting.*

○ *Erika questioned How does the process work?*

- *There is a timeline processed, people apply by deadline, board will review applications and an interview; October 31st is deadline! They have 60 days to conduct this process! Change—it's at an interesting time!!*

- *The Board approved us moving forward with the Bond. Amount is questionable. Polling will be done and the list of projects we want put forward, based on what the board feel comfortable, we will have to prioritize which direction we will go, we may not get what is needed for all projects to be completed; will poll at \$650M or 450M and see what the Public will agree with.! How will the public perceive these numbers?*

○ *We may lose one of our much-needed projects. Denise said everyone knows enrollment is not where it needs to be. How can we bring enrollment up? If we don't get money from the State or from the Bond, we will set aside \$\$ each year—to move forward with projects (i.e. Replacing portables). Biggest Priority is how we can increase our numbers.*

○ *Are we offering people what they need? Lifelong learning goals, Degrees/Certificates...engage in Program Enrollment Audit, if we have to prioritize programs, it will be with information/understanding that the college is going in the direction that we need! We don't want to be in a situation where we are overspending and having to use reserves, since those expenditures are only 1 time.*

III. Budget Report

○ *Mariles announced for people to please attend the Traveling Roadshows for updates.*

○ *For Erika's benefit, we went on Stability a year ago, short 600 FTES, and half was shortfall from CCC. The state funded us as we reached our goal, but we have 3 years to go back. If we don't reach our goal, we will be rebased to a lower FTES and we will receive less Revenue. The district wants us to go back to Base and if we want to take advantage of the restoration funds, we need to meet our FTES goal. Part of the restoration funds is only available this year. Last year in discussions, Denise told Chancellor's*

Cabinet that we will just make our base and not go for growth \$. Up front, we will try to make 5,774. Our goal for Summer was 750, for fall our goal is 2468

$750 + 2468 + 2556 = 5774$. If we reduce 750 by 182.26 to 567.74 which is what we earned for summer)

○ We are currently working with 1st draft schedule for Spring; late starts/early summer—potentially borrowing from Summer- that puts more pressure for following year

Wayne said at the Board Meeting, there was a remark/comment by Jonah; in tough economic times, we are stuck in an interesting conundrum be funded you based on where you end up.

Part of our issues, we need to figure out how we can meet our enrollment goals!

Denise said that other thing related to budget, it makes it difficult, there is 66K this year for Instructional Equipment Funds from the State (Mariles)

Mariles said a couple things we are doing: to address the financial situation:

- revising our Resource Allocation Process (Talked at College Council);
- an analysis of all our programs that includes Quantitative Data (how much revenue is generated;
- goal to look at all programs (Does not include Grant Money)

Denise said Tammeil is doing an analysis (of how Perkins money was used). We don't have people asking for the same pot of money. We need to use more of Perkins allocation to help our college programs. To support current programs we have! In years past, some departments haven't applied for Perkins.

Tammeil had an idea: Radical! How do you think about how students go through school. Organization in Oakland (MDRC)—doing research on incentive (Pay Financial Aid Out in form of a paycheck), every 2 weeks they get a check, multiple colleges (MtSac—Pilot School), # of colleges wanting to be in this pilot.

Just like a job, students are being paid by the Federal Government. Denise is interested on how Foundation issues Scholarships. Want to pilot a program, creating accounts for Students, @ LMC, they create an account for students (like a Debit Card)—Higher One. Then students will receive their money. Erika (CSU East Bay)—have the option of their Financial Aid connected with their student ID Card. It may be safe money with checks being lost (via Mail)

Denise said one of things we may be able to do, like LMC (They issue Foundation checks) via accounts!! If students don't use this, the money goes back into Scholarship Accounts! We can do this for 100 students; or 250-255 at end of semester. Something to think about.

Tammeil—can students use money as down payment for car?? She will send info on this to President's Cabinet! Can we use financial aid in this way?? (Denise) – We can do this for 50 West County Residents (Pilot this) and see how it works!

Mariles asked if Denise thinking of using Curriculum Funds?

Denise said we need to help students to understand financing. Help them to get their financial house in order. This is another outcome to help students. We can look into this. Tammeil will contact MDRC for more info and send information to everyone!!

Mariles—One comment about Wayne' (Do we include Grants??)—Gateway and HIS Stem—we will be faced with **siting! In deciding that we would definitely do a "Cost Benefit" analysis, does the grant program fall in our core mission? We should use Quantitative Analysis.

When we received Gateway, did we know that the funding doesn't last very long. Now we have 5 FT Staff, so somehow the College will have to absorb. Wayne questioned where will the money to support these positions come from? Denise said we receive apportionment, would be immediate benefit to the College for FTES generated from the students who have enrolled.

Tammeil said is the # of staff they hired, do we need Full-time staff members that need to be absorbed?? We need to be sitting down and having discussions, what is our plan? Once we institutionalize this, we need to use existing resources.

Wayne asked what were the long-term plans for Gateway to College Grant? Denise doesn't know and it hasn't been determined if it was discussed when the grant was applied for. Wayne said it never came through President's Cabinet.

Denise was using Gateway as an example. Same questions should be asked for HSI STEM. How will dollars be used to leverage our capacity? Any questions until we get Grants Committee up and running??

IV. Veteran's Needs

She met with Joseph Camacho who brought a group of Veterans from the community, ensuring the College provides a space for Veterans. This didn't happen, we don't have a place on campus!

Erika said she has a space in AA-109 that connects to AA-107, that they are using for Storage for Student Life. If Denise would like to look at room/AA-107, it's small, but can be used for the Veterans and is willing to offer this space for their use.

Denise said El Sobrante Rotary has some money available. We may raise funding over time. We have grants that we can look at, is there any State or Federal Money? Upward Bound? At some point, we are looking what Veterans Need and assessing what their needs are. Denise will host a Mixer for Veterans Day—in Contra Costa County to come up with an Advisory Board for Veterans!

Denise has a Community College Journal that shows what Community Colleges are doing. How can we do a better job in addressing the needs of veterans. It's important that we do something like this (Wayne)

V. 65th Anniversary

Denise reported that The District has designated Dec. 7th (marketplace in Martinez) for the 65th Anniversary. More information will be coming out later and we need more participation in this event. There is a committee meeting on what the College will be doing for our 65th anniversary! – More Info later .

Wayne said Vicki Gordon is chairing; The Drama Department came up with idea to do a performance on November 8, 2013 on a 65th Anniversary Retrospective, that will develop momentum toward our 65th Anniversary. The Drama Department is developing awareness in anticipation of a bond. It hasn't been approved, but Drama is developing a +/- Budget!

Denise is seeking joint efforts from individuals, departments, and coming up with ideas—i.e. \$5K—raising funds to support our students! This was sponsored by the Richmond Community Fund and was an online effort to raise funds

VI. Empower Me Tour (EMT)

1st of National Events, United Negro College Fund will start event, tomorrow, 9/14/13—If you have a chance to come—over 700 people have registered to attend this event! Denise will be attending to support event! Also being sponsored by Wells Fargo

VII. Football team won first game last week! Playing De Anza

VIII. Anything Else for Good of the Order?? Nothing else!

Denise said the latest projection as of now, over the past few years, Positive Attendance has fallen short! What CCC has been doing, is projecting higher, and we can't predict! The model the district has been doing, hasn't been working for us to use as a prediction.

Meeting adjourned at 10:45 a.m.

Prepared by,
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