

Present: Denise Noldon, Ysrael Condori, Tammie Gilkerson, Mariles, Magalong, Wayne Organ, Shondra West

**Management Council** – Denise said Management Council has not yet met but did have their summer retreat at the Richmond Country Club. Items discussed at the retreat were budget, technology update, report on foundation, and a report on student success was given by Student Services managers. Managers also talked about the evaluation process for managers as well as all employees. Priscilla Leadon retired last week. We are still looking at how we can fill that void organizationally, and in the meantime, we are trying to learn everything in the Workforce and Economic Development Office. Helen Kalkstein will be retiring in December. We will be interviewing the Dean of Student Services soon and once that position

is hired, we will then advertise the Liberal Arts Dean position. The New Campus Center Groundbreaking is on September 4<sup>th</sup> at 9:30 a.m. in front of the Humanities Building.

2. **College Council Agenda** – We will have James Eyestone attend President’s Cabinet meetings in the future when we review this agenda item but he is on vacation today. Melody will change Item #10 to Facilities Master Plan for the Bond Measure. Melody will move Feeding Feral Cats on Campus and the DSPS Standardized ADA statements for Publication to Information/Discussion. Melody will add Operations and Budget reports to Information/Discussion. Melody will place the Facilities Items under the Operations Report. Melody will remove the SLO Coordinating sub-committee report as College Council will now hear reports from the four main campus committees under the revised committee structure from last Spring: Operations, Budget, Planning and Student Success. Melody will change Kelly’s name to “vacant” under Student Success Committee. Denise said we need to evaluate our governance process in preparation for accreditation. Wayne said we will conduct the governance and employee surveys before November 1.

1. Call to Order by Chair James Eyestone
2. Public Presentations
3. Presentation of Classified of the Semester

**CONSENT AGENDA – ACTION ITEMS**

4. Approval of Agenda
  5. Approval of Minutes from May 9, 2013
- ACTION ITEMS REMOVED FROM CONSENT AGENDA**

**NONCONSENT AGENDA – ACTION ITEMS**

6. Changes to College Procedures Handbook A1003.5.00 (advisory committees) – Wayne Organ
  7. CCC Logo – Style Guide – Second Read – James Eyestone and Denise Noldon
  8. Fast Tracking Procedures for College Council Items – First Read – James Eyestone
  9. Revitalization, Suspension and/or Discontinuance Policy Revision – Wayne Organ & Denise Noldon
  10. Facilities Master Plan for the Bond Measure – Denise Noldon
- INFORMATION/DISCUSSION**
11. Feeding Feral Cats on Campus – Wildlife Conservation Volunteers
  12. DSPS Standardized ADA Statements for Publication of Campus Events – First Read – Sue Abe and Richard Stollings
  13. Student Success Committee Report – Vacant
  14. Operations Committee Report/Facilities Report – Tammeil Gilkerson & Bruce King
  15. Budget Committee Report – Mariles Magalong
  16. Planning Committee Report – Wayne Organ
  17. Campus Construction Updates – Donna Floyd
  18. Progress Reports from Accreditation Committees – Donna Floyd
  19. Reports from Constituency Groups
  20. Announcements
  21. Next Meeting – October 10, 2013
  22. Adjournment

3. **Budget** – Mariles said in 2012-13 we went on stability. However, we managed our budgets on campus very well. We did not overspend our categorical, grants or general funds. We ended the year with three million in reserves. Currently we are finalizing the 2012-13 budget with the district and it will be submitted to the governing board for adoption. District has about 29 million in reserves –3 million is ours, 3 million is LMCs and 5 million is DVC’s. The remaining amount is the district’s with the majority to be used district-wide. This leaves 9% in district reserves. Our governing board is fiscally prudent and they like to see 10% in reserve. Our 2013-14 budget is balanced. One of our challenges is to meet our

FTES goal. Fall enrollment is looking good thus far. It is projected that we will exceed our FTES goal; however, summer we were short from our goal. Denise said we are hoping our FTES results will be even higher due to late start (ESL) courses. Most important, we hope to retain all of these students. Our productivity is currently 18.1%. Mariles continued to report that part of the reserves is from the deep cuts made over the last four years. We cut across the board and remain understaffed in a lot of areas on campus. One way we will address this issue, is for the Budget Committee to revise the allocation process that will include classified staffing requests or increased hours for existing positions that were formerly cut if there has been determined that there is a need for the restoration of hours. Last year the Budget Committee successfully included the Box 2A applications with the Budget allocations and this year we will include applications for classified positions. Wayne has graciously agreed to help us develop these forms. Mariles said the Business Office will conduct a cost benefit analysis of all of the programs this year. We will work with the divisions and departments and review all costs affiliated with all of our programs. This will be a participatory process. More details to follow with the Traveling Road Show.

4. **Unauthorized Feeding of Wildlife on Campus** –Denise asked what are the expected consequences of feeding wild animals on campus? We can post signs that say *Please Do Not Feed Wildlife on Campus* and try to change behavior by making people aware of the potential hazards from feeding wildlife. We have to be careful with trying to regulate everything we do on campus. This policy proposal will be removed from any agendas and College Council will listen to the Wildlife Conservation Volunteers to ultimately vote on a Memorandum of Understanding with that organization to continue feeding the feral cats on campus.

5. **ADA Compliancy at College Events** – Shondra said Richard Stollings would like to present this issue to College Council. This was based from a situation at graduation where several guests did not request to have their special needs accommodated at that event. In the future, a letter would be sent out to graduates asking if they or anyone in their family have special accommodations so that we may make arrangements prior to graduation. Richards's request is asking that a contact be posted on fliers/posters for campus events to accommodate special needs. The DSPS office accommodates our students and not the public at large who attend campus events. Denise said next year our graduation will be held at the Richmond Auditorium and we will comply with the Richmond Auditorium's accommodations for special needs. Denise will review the paperwork Richard submitted and obtain advice from district's legal counsel on our obligations. Denise said we will do what we are legally obligated to do. Denise will report back to President's Cabinet.

6. **Higher Education Textbook Affordability Act** – Denise said this is a federal law. We need to coordinate our efforts to help students with the affordability of textbooks and develop a concerted effort to ensure that textbooks are affordable. The overall intent of the bill is to ensure that college textbooks and supplemental materials are accessible and affordable. Here are some things we are doing and need to do:

We have textbooks for some classes available in the Library;  
encourage students to apply for Financial Aid if they are having difficulty purchasing books;  
work with faculty to ensure that students may purchase earlier editions if available as latest editions are often more costly;  
publish the list of texts required in class early on so students have an opportunity to shop around;  
publish a list of required textbooks on line which we currently do not list; and  
inform Council of Chairs of this legislation.

Tammeil said we should review the textbook acquisition process. She has had experience in investigating ways to help keep decrease textbook costs. Denise said we may want to have an ad hoc committee for this item.

7. **Review of the Program Review Process** – The Academic Senate will be reviewing our current process. Denise said we need to assure that our processes are in compliance due to new standards related to compliance (Title IV). Our resource allocation is tied to our program review as the Annual Unit Plan information is derived from the program review. Wayne said they are looking at creating templates for the process. Denise said the program review process will become an active plan. Denise said the validation teams will also take on a greater role so that the role of President's Cabinet is diminished for Final Recommendations. Shondra asked if the two-year CTE updates follow the same process as the four-year programs? Denise said that piece will also be reviewed. Denise said it seems that the deans need to be more engaged in the program review process. We don't want to wait four years to find out if a department is meeting their goals or not and some of this will be accomplished and addressed in the annual unit plans.

8. **Bond Information** – Denise is submitting the revised Master Plan prioritization list to Ray Pyle and he is compiling a report from all three college reports. The district will perform polling to find out how much money to request in the proposed bond for the June ballot. Denise will work with the foundation to see if they will support the bond to market it to the community. Every employee will be given talking points so the public receives a consistent message in regards to the bond. Denise said the new bond money will have a great impact on CCC as most of the campus will then have new buildings.

9. **Other** - Denise said we need to think about how we want to use some of our large donation Foundation monies as both the 1.1 million and over \$350,000 were given to us as "undesignated" funds. We need to develop a process on how to utilize those funds. We were thinking about naming some of the funds as *innovation funds* to help someone bring their innovative idea that benefits the institution to fruition. Denise said she is consistently receiving requests to purchase new vans for our athletes. Denise doesn't want to place the responsibility of maintaining our equipment on the foundation. Mechanics Bank gratuitously manages our portfolio. The Foundation's position is to give student scholarships but are there other ways to support our students. Perhaps we could offer a textbook grant. There are many different ideas we can develop. Denise would like to invest in electronic signboards that would generate some revenue by posting ads on them as well as information about the college. We need to have conversations in our constituency groups so Denise may bring ideas back to the foundation. The foundation is in the process of hiring a consultant that will hopefully help with ideas for fundraising.

Denise said our foundation maintains a lot of accounts for departments on campus. We have passed all of our audits but Denise has concerns with some of our practices. Student clubs should have engage in money management lessons. We need to have sound fiscal practices.

**Announcement:** Ysrael said the ASU is sponsoring a welcome week next week. They will be distributing school supplies and 50 packets will be reserved for Gateway. Packets will also be distributed to MCHS. Student fee monies are still remaining.

Meeting adjourned at 10:55 a.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President