

CONTRA COSTA COLLEGE

College Council Minutes

Date: Thursday, May 12, 2016

Time: 2 pm to 4 pm

Room: LA-100, Contra Costa College, 2600 Mission Bell Drive, San Pablo, CA 94806

Present:

Management:

Jason Berner (Speaker)
 Vicki Ferguson
 Tammeil Gilkerson
 Mariles Magalong
 Mojdeh Mehdizadeh

Faculty:

Beth Goehring (Speaker)
 Bonnie Holt
 Alissa Scanlin
 Gabriela Segade
 Judy Flum

Classified:

Erika Greene (Speaker)
 Leticia Mendoza, Chair
 Lorena Cortez

Students:

Safi Ward-Davis (Speaker)
 Addy Brein
 Luanna Waters

TOPIC	DISCUSSION	ACTION ITEMS
1. Call to Order by Chair	At 2:07 pm Attendees: Jason Berner, Vicki Ferguson, Mariles Magalong, Mojdeh Mehdizadeh, Ericka Green, Leticia Mendoza, Bonnie Holt, Alissa Scanlin, Safi Ward-Davis, Wayne Organ, Travis Hiner, Brandy Howard, Brandy Gibson, Mayra Padilla, Ghada Al-Masri, Sara Marcellino, Donna Floyd, Lorena Cortez (taking minutes)	
Presentations		
2. Public Comment	None.	
Consent Agenda - Action Items		
3. Approval of Agenda	Management (Jason Berner) motioned to approve the agenda, followed by Faculty (Wayne Organ) who seconded the motion. moved. The agenda was unanimously approved.	
4. Approval of Minutes from 04/14/2016	Students (Safi Ward-Davis) moved to approve the minutes, followed by Faculty (Wayne Organ) who seconded the motion. The minutes were unanimously approved.	
Action Items Removed from Consent Agenda / Non-consent Agenda – Action Items		
5. Recommendations for electronic file naming and electronic storage for college	Wayne Organ presented the third draft with recommendations proposed at the last college council meeting to standardize the agendas and minutes of Contra Costa College committees and working groups. The first part of the draft is to reclassify all shared governance committees as non-Brown Act committees in the College Procedures Handbook, Sections A1003.1 to	College Council chair will send the PowerPoint presentation to all

<p>committee agendas and minutes (Wayne Organ)</p>	<p>A1003.10, except for College Council, Budget, Planning, Student Success, Operations, Academic Senate Council, College Instruction Committee, Classified Senate Council and Associated Students Union.</p> <p>Create a new section in the College Procedure Handbook called College Workgroups (non-Brown Act). The committee information still retains the important attributes that are still involved on campus</p> <p>Remove non-Brown Act Committees from the informational flow chart in the College Procedures Manual Section A1003.11</p> <p>Change “College Committees” to “College Committees and Workgroups” on the college webpage.</p> <p>Remove “Minutes and agendas of all subcommittee of the Budget/Operations/Planning/Student Success Committee may be found at the links below” for the Operations and Budget Committees from the college webpage. This would also be done for Planning and Student Success Committees</p> <p>Create a new section on the college website called “College Workgroups” and list the purpose, meeting times, agenda and minutes for each workgroup. This follows the practice of the college district.</p> <p>All Minutes and agenda shall be posted in .pdf format.</p> <p>All Minutes and Agendas shall be called “minutes” and “agendas.”</p> <p>All minutes and agendas shall comply with the following file naming standards: CommitteeName Agenda yearmonthday, i.e. Planning Committee Minutes 20160413</p> <p>All minutes and agendas for all committees, both Brown Act and non-Brown Act, will be posted to the “Q” Drive by the committee chair or designate in a timely fashion.</p> <p>Committee Chairs shall be responsible for migrating all minutes and agendas to the “Q” drive in a timely fashion.</p> <p>Committee Chairs or their designates shall have the ability to post agendas and minutes and to edit them, all others shall have “read only” access.</p>	<p>committee members.</p>
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	<p>The duties of the Senior Executive Assistance to the College President shall be the following:</p> <ul style="list-style-type: none"> – Audit the agendas and minutes of all committees for compliance to these standards between July and August of each academic year. – Notify all Committee Chairs concerning issues of non-compliance and follow-up up in a timely fashion. <p>This is the 3rd reading of the recommendations.</p> <p>Classified (Erika Greene) moved to approve the proposed changes by Wayne Organ. Students (Safi Ward-Davis) seconded the motion.</p> <p>The recommendations for electronic file naming and electronic storage for college committee agendas and minutes was unanimously approved.</p>	
<p>6. Recommendation for Funding 2016-2017 Operating Budget Augmentation (Mariles Magalong)</p>	<p>Mariles Magalong sent the Budget and Planning committee's recommendations for 2016-2017 operating budget augmentations to all CCC employees.</p> <p>There were about 9-10 departments that were not approved due to lack of funding from the Foundation.</p> <p>Mariles has replied to all departments that have inquired regarding their budget augmentation outcome.</p> <p>Brandy Gibson asked Mariles Why the Campus Wide Tutoring (CWT) and the College Skills Center (CSC) are not on the augmentation list. Per Mariles, it does not fall in this process. However, there it will be discussed at the next Budget Committee meeting, May 20, 2016.</p> <p>Vicki Ferguson asked Mariles what are the steps to for new departments (i.e. Welcome Center, Retention, and Outreach) to become part of the general fund or get on the validation/self-study schedule. Per Mariles, newly formed departments also known as a unit, have to acquire acknowledgement that it is a unit that does program review. This is done through the President's Cabinet. Once the committee has sanctioned the unit to become a department, the department can apply for funding.</p> <p>Mayra Padilla and Brandy Gibson discussed concerns budget augmentation process for CWT and CSC and the possibility</p>	

	<p>of using the model of positive projections of FTES that will be accrued based on success of students using these services with Mariles.</p> <p>Wayne Organ recommended for Mayra and Brandy to attend the Budget Committee to discuss the increased success retention model and bring examples of colleges that have successfully projected the model.</p> <p>Per Mariles, she is starting conversations with departments that have tutoring budgets about the possibility of pulling their budgets together under a collective umbrella. This is a discussion for the 2016-2017 budget.</p> <p>Management (Jason Berner) moved to the approve the 2016-2017 budget augmentations recommendation list from the Budget and Planning Committees. Faculty (Wayne Organ) seconded the motion.</p> <p>The motion was passed unanimously.</p>	
<p>7. Institutional Effectiveness Standards (Wayne Organ)</p>	<p>Wayne Organ is seeking approval on some recommendations on a piece of our compliance legislation named Institutional Effectiveness Partnership Initiative (IEPI). This requires the college and districtwide to work on the effectiveness of particular aspects of operations.</p> <p>He gave the context and background information on IEPI. The initiative looks at a number of different metrics for institutional effectiveness including: reserves, accreditation status, and student success rates.</p> <p>Required to do:</p> <ol style="list-style-type: none"> 1. CCC must look and project successful course completion rates for non-prepared students. We set a first and five-year goal. It's also required to look at it this year, the second year of the initiative. 2. CCC must show aspirational accreditation. We have completed the accreditation process and can mark it as reaffirmed. 3. District must look at fiscal viability. 4. District must report on audit findings. <p>This year the college will have to work on optional goals. The planning committee recommends short-term and long-term goals</p> <ol style="list-style-type: none"> 1. Unprepared Students: Completion Rate 2. Unprepared Students: Remedial Rate in Math and ESL 	

	<p>Wayne presented the institutional effectiveness dashboard, a tool created by Greg Stoup from the District Office. The dashboard displays projections of students or completions that would need to be moved in order to move the needle.</p> <p>Donna Floyd has reached out to Math and ESL to find out what kinds of goals are reasonable.</p> <p>Donna presented the Planning committees recommendations for short-term and long-term goals for the required and optional measure.</p> <ul style="list-style-type: none"> • Short-Term College Goal: An increase of .05% per year, this is an increase of 6 students. • Long-Term Goal: An increase of 2% <p>Mayra Padilla recommended to increase the short-term goals because the Math department is doing a lot of changes and multiple measures alone will surpass the 5% goal.</p> <p>Students (Safi Ward-Davis) moved to give Wayne Organ additional time. Management (Jason Berner) seconded the motion. The motion was unanimously approved.</p> <p>As the chair of the Planning Committee, Wayne Organ recommended to raise the Math goal to 1%.</p> <p>Faculty (Wayne Organ) moved accept the recommendations of the Planning committee and to amend it to increase the Math goal from .05% to 1%. Management (Jason Berner) seconded the motion</p> <p>The motion was unanimously approved.</p>	
Information / Discussion		
<p>8. The Fusion Project (Tammeil Gilkerson)</p>	<p>Discussion was tabled.</p>	
<p>9. State of the Mission documents and recommendations (Wayne Organ)</p>	<p>Based on recommendation #2 from ACCJC, the self-study team recommended that the college review all process for effectiveness and closing the loop. The planning committee was tasked to see if they could measure the fulfillment of the college mission.</p> <p>Wayne Organ present the first draft on the state of College Mission. The report will be treated as an accreditation documents with attached evidence that is available the public.</p> <p>The report is broken as follows:</p>	

	<ul style="list-style-type: none"> • The mission of Contra Costa College • Background on the creation of this report • Evaluative methodology: The mission statement was parsed into segments to reflecting separate statements of fact or aspiration. Each segment was evaluated and assigned appropriate evidence that could be used to either show that the college met that segment of its mission or that there was progress still to be made. As this Report is intended to act as a baseline for further evaluations, it is not comparative in nature. <p>After the assignment of evidence, each segment was evaluated in light of the data provided by the evidence and recommendations were made in the event that there was further work to be done before the college community could be assured that the college was in fulfillment of its mission.</p> <p>Classified (Erika Greene) moved to give professor Wayne Organ additional time. Student (Safi Ward-Davis) seconded the motion. Motion was approved unanimously.</p> <p>After recently attending a CTE conference, Wayne discovered that CTE is using Student Success Scorecard Skills-BUILDER Metric. Skills-builder students are experienced workers who take courses to maintain and add to skill-sets required for ongoing employment and career advancement. The chancellor’s office keeps track of the skill-builder outcomes.</p> <p>Skill-builder will be added on the next draft. This data will be used as evidence in the mission segment “to foster a transformational education experience”.</p> <p>There are still conversations to have with departments and groups to gather evidence and continue to work on the draft. The next state of the mission draft will be presented sometime during fall 2016 at the College Council meeting.</p> <p>Contact Wayne Organ via e-mail for a copy of the state of the mission draft.</p>	
<p>10. State of the Strategic Plan (Wayne Organ)</p>	<p>Wayne presented the 2015-2020 Contra Costa College Strategic Plan Update. The plan has been formatted into a single, it’s available online for the public to view and it can use as strategic planning evidence.</p>	

	<p>The document breaks down the objective, the strategy, timeline, steward, responsible personal and list the accomplishments for every Strategic Direction listed.</p> <p>Wayne will recommend next year to have a biannual revision of the strategic plan to evaluate its status.</p> <p>Discussion about how to gain access to view the strategic plan via inserting an annual link to look at the report or have it be part of the College Council minutes and stored in the Q drive.</p>	
Standing Committee Reports		
11. Budget Committee (Mariles Magalong)	The Budget Committee report was given on item 6, “Recommendation for Funding 2016-2017 Operating Budget Augmentation”.	
12. Student Success Committee (Mayra Padilla)	<p>Mayra Padilla is actively recruiting members of the Student Success Committee to attend the Operations, Budget, Planning, Classified Senate, Academic Senate Committees. So far the volunteers are MaryKate on Classified Senate, Jason Berner on Operations, Mayra on Budget and Karl Debro on Planning.</p> <p>A work group has been formed to discuss equity hour. The group has been working on a one-day conference professional development for part-time faculty. The conference would be broken down into two parts: Professional development around equity issues and training how to evaluate and create the content of the hour.</p> <p>Discussed about peer review evaluation process. At that point the State Chancellor’s Office had not sent the report. Subsequent to the meeting the report has been received with positive feedback, along with a few recommendations that will be addressed and worked on for the end of year report.</p> <p>Marilyn Sargent, director of research collaboration, attended meeting to discuss what type of help and data will be needed in terms of the evaluation. In the fall 2016 semester, there will be timeline for evaluation for each of the projects.</p> <p>Mayra has unofficially heard from Debra Sheldon that the mid-year additional funds we requested to the Chancellor’s Office has been approved. We will receive \$117,000 to assist mental health, veterans, undocumented students work and augment transfer services.</p>	
13. Operations Committee	Lorena Cortez reported on behalf of Tammeil Gilkerson.	

	<p>The Operations Committee has been working with the temporary wayfinding signage contractor GNU, to identify and improve the pedestrian, vehicular and ADA signs. Based on the recommendations, the committee decided to have members do a final walk-through, compile all the feedback and send the final recommendations to the contractors by Friday, May 13th.</p> <p>Three versions of the Leave Request form that are currently in use were presented to the committee to select one as the college standard. The committee decided to move the discussion to the Dean’s Committee to provide feedback. The Dean’s feedback will be brought back to Operations to discussed.</p> <p>Currently the Knox Center uses the raffle tear-away tickets for events. This ticketing method is not helpful for accounting purposes because it does not display the event name, time or cost. Travis Hiner, Stage Specialist, proposed to purchase blank tickets and thermal printer(s) for all events on campus. The tickets will have the new college logo as the background with the event name, time, number, cost and location. The committee recommended to Travis to hold a meeting with all event stakeholders (Athletics, Music and Art departments) to discuss cost and brainstorm ideas. Once the meeting has taken place, Travis will report back to Operations Council.</p> <p>Erika Greene suggested including a representative from Students Services in the event ticket meeting. Erika with talk to Travis Hiner.</p>	
<p>14. Planning Committee (Wayne Organ)</p>	<p>No report.</p>	
<p>Standing College Council Business</p>		
<p>15. Campus Construction Updates (Mariles Magalong)</p>	<p>Adding to the wayfinding signage report from Operations. First phase of the project is temporary signs to direct students and visitors to the new college center. Phase two is a comprehensive plan for the entire campus with upgraded signage and designs.</p> <p>The furniture in the third and second floors of the General Education Building (GE) has been installed. The installers are working on the first floor. Once GE is completed, the installers will move on to the Student and Administration Building (SAB).</p> <p>The Library main entrance will be demolished to install the new brick pavers. The library entrance will be closed from</p>	

	<p>5/31-6/5/2016. The dedication brick plaques located in the library entrance were removed. Brandy Howard, Sara Marcellino and the Art department are working on finding a new space to display the dedication brick plaques. Mojdeh Mehdizazeh had updated information about the dedication project. Per Mojdeh, the dedication written message will be reproduced on a mural wall located on the left side of the building.</p> <p>The bridge from parking lot 1 to SSC will reopen by the end of May.</p> <p>Campus Site Closures:</p> <ul style="list-style-type: none"> • The bridge from CTC leading to PS and BIO building will be closed from 5/31-6/5/2016 • Library Drive will be 6/3-6/4 will be closed. <p>The move into the new buildings is on schedule. The moving boxes have arrived.</p> <p>Dedication of new college center will be on Tuesday, September 13, 2016 at 11:00 am.</p> <p>The work on the monument sign located on the corner of Shane and Mills Drive has halted due to a crack on the sign. The contractor is working on a solution.</p> <p>The Performing Arts Center (PAC) seismic retrofit work is scheduled for this summer 2016. The work will be completed in fall 2016.</p>	
<p>16. Measure E Update (Mariles Magalong)</p>	<p>The user group was held to help roll out the plan for Measure E. Part of the plan is to renovate Administration and Applied Arts (AA) bldg. to house Allied Health Services, Nursing, EMED, Medical Assisting, some of programs and departments that are currently there, including Buildings & Grounds and Custodial.</p> <p>The portable offices will be demolished for additional parking.</p> <p>The Liberal Arts building will become vacant and closed after summer 2016. With the possible exception of the elevator for ADA access.</p> <p>Programing for PE, Athletics and Polices Services is still ongoing. High level programing meeting for the PE will be on May 20, 2016.</p>	

	<p>Programing still going on for the construction of a new science building. The next step is to hire an architect to design building.</p>	
<p>17. Reports from Constituency Groups</p>	<p>Students report given by Safi Davis-Ward:</p> <ul style="list-style-type: none"> • Student Trustee election end on May 16, 2016. • June 18, 2016 is the ASU NICC retreat. • In process of ordering the luncheon for the graduation rehearsal. • In process of ordering fall calendar • Working with Brandy Howard to Revamp ASU logo. • ASU met with Satish Warriar to review the mobile app. The app gives access to InsitePortal. The students have had positive experiences using the app. <p>Faculty report given by Wayne Organ:</p> <ul style="list-style-type: none"> • Discussed the website survey results and recommendation to redesign the website. Beth Goehring will forward recommendations. • Discussed Starfish and made recommendations of timing alerts to intervene so that students have plenty of opportunity to correct behavior. • The interim Vice Chancellor of Education and Technology recommended faculty to have a discussion on a terrorism study pathway. A study from a law enforcement or sociology perspective of terrorism and its causes. The faculty's recommendation based on the Administration of Justice Department Chair it will not be a successful programs as there are not many jobs and are mostly clerical. • Changes to MOU on active participatory classes ?????? • The Chancellor, Helen Benjamin asked FSCC to give her recommendations faculty leadership. <p>Classified report given by Erika Greene:</p> <ul style="list-style-type: none"> • Fundraising tonight, 5/12/16, from 6-8pm at Chevy's in the Hill Top Mall. • Jamba Juice fundraiser on Super Saturday, 5/14/16. • Joblinks at DVC on Thursday, 6/2/16. • Working on classified newsletter. <p>Management given by Jason Berner:</p> <ul style="list-style-type: none"> • Presentation from Enrollment Management and Safety Committee. Corporal Holt will be training for building monitors for the move. 	

	<ul style="list-style-type: none"> • Staff appreciation day is Wednesday, June 1st from 2pm-5pm, behind the CTC. 	
18. Announcements	<ul style="list-style-type: none"> • Per Vicki Ferguson, Super Saturday is 5/14/16 and Commencement is 5/27/16. • Per Wayne Organ, Music alumni Mr. Daniel Ruiz performed a recital for our students. • May 20th Jazz fundraiser. • May 20th The Kennedy King Scholarship ceremony. 	
19. Next Meeting	September 8, 2016	
20. Adjournment	Faculty (Wayne Organ) moved to adjourn the meeting. Management (Jason Berner) seconded the motion. The motion was approved unanimously, meeting was adjourn at 4:02pm	