**CONTRA COSTA COLLEGE
College Council Minutes**

**Date:** Thursday, February 9, 2016
**Time:** 2 pm to 4 pm
**Room:** Fireside Hall, Contra Costa College, 2600 Mission Bell Drive, San Pablo, CA 94806

**Management:**Jason Berner (Speaker)

Vicki Ferguson

Tammeil Gilkerson
Mariles Magalong
Mojdeh Mehdizadeh

**Classified:**

Joel Nickelson-Shanks (Speaker)
Leticia Mendoza

Lorena Cortez

Kelly Ramos
Seti Sidharta

**Faculty:**

Wayne Organ (Speaker)

Beth Goehring, Chair
Rick Ramos
Alissa Scanlin

**Students:**

Safi Ward-Davis (Speaker)
Alex Griffin
Jose Arebalo
Atenas Gutierrez

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| **Topic** | **Discussion** | **Action Items** |
| 1. Call to Order by Chair
 | The meeting was called to order at 2:36 p.m.*Present:*Management: Jason Berner, Vicki Ferguson, Tammeil Gilkerson, Mojdeh MehdizadehFaculty: Wayne Organ, Beth Goehring, Alissa ScanlinClassified: Joel Nickelson-Shanks, Lorena Cortez, Jacqueline LopezStudents: Safi Ward-Davis, Jose ArebaloAtenas GutierrezMichael Peterson (taking notes) |  |
| **Presentations** |
| 1. Public Comment
 | None |  |
| **Consent Agenda - Action Items** |
| 1. Approval of Agenda
 | Management made a motion to approve the agenda, followed by a second by the Students. The agenda was unanimously approved. |  |
| 1. Approval of Minutes from 12/8/16
 | The Students made a motion to approve the minutes with minor modifications, followed by a second by the Faculty. The minutes, with modifications, were unanimously approved. |  |
| **Action Items Removed from Consent Agenda / Non-consent Agenda – Action Items** |
| 1. Process Improvement Survey
 | Mojdeh reported on the follow-up to the PwC morale survey and on the charge by the last College Council meeting to draft a survey on process improvement.The survey was projected for members of College Council to view. The following recommendations were made:1. Change the first question to read “identify and describe” rather than just “describe”
2. The “Classified Professional” ought to be broken out into:
	1. Classified (Permanent)
	2. Classified (Hourly)

Faculty made a motion to approve the survey with these modifications and send to the campus community, with a second by the Students. The motion was approved unanimously. | Mojdeh to send out the survey as soon as possible. |
| **Information/Discussion Items** |
| 1. Participatory Governance Constituency Responsibilities
 | Mojdeh noted that College Council is a representative body of the constituencies. She underscored that it is the responsibility of each constituency’s representatives to report back to their constituencies and to bring information to College Council from their constituencies. |  |
| **Standing Committee Reports** |
| 1. Budget Committee
 | *Tabled.* |  |
| 1. Student Success Committee
 | Jason Berner reported that for the previous years’ Equity plans, the reporting timeline is as follows:2015-16 plan: All funds should have been expended by 12/30/16. The final reports are due by 3/31/17.2016-17 plan: Mayra is requesting that a mid-year report (budget check-in) be submitted by 4/27/17 (NOTE: As mentioned above, mid-year reports will, from this point forward, be due by the end of January.) The final reports for 2016-17 will be due 1/31/18.(NOTE: Funds allocated in the 2016-17 plan must be expended by 12/30/17. In future years, all Equity funds must be spent within a twelve-month period; e.g., 2017-18 funds allocated by 7/1/17 must be spent down by 6/30/18.)The following deadlines were **approved** by the committee: --Final report for 2015-16 funding: 3/31/17 --Budget check-in for 2016-17 funding: 4/27/17 --Final report for 2016-17 funding: 1/31/18The tentative dates for reporting on 2017-18 funding are as follows: --Budget check-in: 10/31/17 --Final report: August 2018These dates have not yet been approved by the committee.The committee reviewed the Equity Plan reporting template. The committee approved the general categories on which people will report. Jason Berner agreed to proofread and copy-edit the document. Attached to this document are both the committee-approved document and the “clean-copy” (i.e., edited and proofread). |  |
| 1. Operations Committee
 | Tammeil reported that the Operations committee last met on January 23 with the following points:* Scheduled maintenance for the college was revised and will continue to include the following items:
	+ Repair of the baseball outfield
	+ Resurfacing of the tennis courts
	+ Renovation of the swimming pool deck
* Reviewed the Campus Advertising Policy – currently being reviewed in constituency groups for additional comment.
* Operations Committee has undergone a review of its structure for anticipated changes to the College’s procedures handbook.
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| 1. Planning Committee
 | Wayne reported on the following:* Marilyn Sargent from the District Office reported on the CCSSE survey, which was helpful in gauging student engagement.
* Planning continues to place members of the four validation teams for Program Review.
* Developing a training for validation team members on how to properly fulfill their duties.
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| **Standing College Council Business** |
| 1. Campus Construction Updates
 | Mojdeh reported that plans for the AA building were continuing with the architects, etc. |  |
| 1. Measure E Update
 | Beth reported that the PE renovation discussions continue. |  |
| 1. Marketing Update
 | Michael Peterson reported on behalf of Brandy Howard.* Marketing Office busy preparing the new website for launch in early March
* Beginning the production of the 17-18 catalog
* Beginning the production of the summer and fall schedules.
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| 1. Constituency Group Updates
 | Classified:* Leadership Institute from June 15-17 – attendees to be determined.
* Classified elections in May – two year terms.
* Morale Survey results being reviewed
* Recycling issues: reminder about the importance of recycling on campus.
* Skype for business instant messaging proving helpful.
* Job Links: June 1
* Erika Greene returning in March.
* Wellness/Spa day planned for April on TBD day.
* Staff Appreciation Day, TBD in May in order that faculty may attend.

Management:* Monica Rodriguez presented on the Financial Aid department
* Reviewed the campus advertising policy
* Student Discipline Committee member chosen from Management (Catherine Frost)
* Rubric in process for choosing Classified of the Year

Academic Senate* Completed District Police Services survey
* Reviewed transfer model curriculum pathway:
	+ Degrees out of date/courses not offered
	+ Identify problems, update curriculum.
* Reviewed the moral survey
* Look at minimum qualifications in “desirable qualifications” in job announcements
* SLO assessment module still undergoing testing/modifications
* Code alignment project: still in process

ASU:* Student elections to be held in May, campaigns begin in April
* Chancellor attended 2/8/17 meeting.
* HIV Testing available on 2/14
* Club Rush: Feb. 28
* ASU Calendar published for the next two months
* ASU Fashion Show: March 1
* H.S.I.-STEM event: “Hidden Figures” screening, Feb. 23
* March Madness basketball tournament events being planned
* Spirit Week planned for April.
 | Beth to bring this item to Consultation Council at the District. |
| 1. Announcements
 | * Jason Berner noted that on Saturday, Feb.11, a joint meeting of English faculty from CCC and WCCUSD would be held at CCC to discuss curriculum.
* Black History month event on 2/9/17 in Knox Center
* HBCU caravan trip to San Jose State University
* Free student printing (up to 10 pages a day) available in Student Life
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| 1. Next Meeting: **March 9, 2017**
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| 1. Adjournment
 | Management motioned to adjourn, followed by a second by Classified. The motion to adjourn was approved unanimously. |  |