

**CONTRA COSTA COLLEGE**  
**College Council Minutes**

**Date:** Thursday, September 8, 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

**Faculty:**

Wayne Organ (Speaker)  
Beth Goehring  
Bonnie Holt  
Rick Ramos  
Alissa Scanlin

**Classified:**

Maritza Guerrero (Speaker)  
Leticia Mendoza, Chair  
Lorena Cortez  
Kelly Ramos  
Seti Sidharta

**Students:**

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

TOPIC	DISCUSSION	ACTION ITEMS
1. Call to Order by Chair	Beth Goehring called the meeting to order at 2:05 p.m.  Attendees: Jason Berner, Vicki Ferguson, Tammeil Gilkerson, Mariles Magalong, Leticia Mendoza, Lorena Cortez, Kelly Ramos, Brandy Howard, Seti Sidharta, Beth Goehring, Bonnie Holt, Alissa Scanlin, Wayne Organ, Donna Floyd, Karl DeBro, Ghada Al-Masri, Mayra Padilla, Joel Nickelson-Shanks, Safi Ward-Davis, Francis Sanson, Alex Griffin, Jose Arebalo, Atenas Gutierrez, Leon Watkins, Michael Peterson (taking notes)	None.
<b>Presentations</b>		
2. Public Comment	None.	None.
<b>Consent Agenda - Action Items</b>		
3. Approval of Agenda	Management (Jason Berner) made a motion to move the Student Success Committee Report (item #8) to be presented as the first committee report. Faculty (Wayne Organ) seconded the motion.  The agenda was unanimously approved as amended.	

<p>4. Approval of Minutes from May 12, 2016</p>	<p>Faculty made a motion to table until next month the approval of the minutes, pending additional review, with a second motion by the Students.</p> <p>The approval of the minutes was tabled until the October College Council meeting.</p>	<p>Michael Peterson to add the approval of the May 6, 2016, minutes to the October College Council agenda.</p>
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**Action Items Removed from Consent Agenda / Non-consent Agenda – Action Items**

\*There were no action items for September\*

**Information / Discussion**

<p>5. Proposed changes to the charge of the Planning Committee</p>	<p>Wayne Organ presented on changes to the Planning Committee and its validation sub-committees, including the SLO/AUO committee chair.</p> <ul style="list-style-type: none"> <li>• Constitute a Program Review Committee with representation from the four constituency groups within the Planning Committee with the responsibility for providing guidance to the College regarding the program review process and feedback on the quality of the program review documents submitted by the areas undergoing a comprehensive review.</li> <li>• The full committee meets monthly and breaks into <b>subgroups</b> to work closely with each program by validating and forwarding documents for ongoing strategic planning.</li> <li>• Validation would be moved to a college wide process to one that is centered by the planning committee to develop expertise and continuity and consistency.</li> <li>• Recommended <b>committee charge</b>:</li> <li>• Evaluate and provide feedback on the quality of program review documents submitted by the reviewing units.</li> <li>• Validate completed program review document and forward the document to the Planning Committee.</li> <li>• Monitor integration of program review process with strategic planning.</li> <li>• Provide guidance to the College in the use of program review materials and the process of program review.</li> <li>• Annually evaluate the effectiveness of the program review process and policies and procedures related to program review, and recommend improvements and revisions as needed.</li> </ul>	
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<p>6. Integrated Program Review &amp; Planning Process</p>	<p>Wayne Organ presented on the creation of an annual academic year program review cycle to streamline the process using the online WEPR site.</p> <ul style="list-style-type: none"> <li>• Allows adequate time for writing and validation to be completed in the same academic year.</li> <li>• Require annual program reviews every year with a comprehensive program review in the fourth year, with CTE programs completing a comprehensive program review every two years. <ul style="list-style-type: none"> <li>○ Resource Allocation and Faculty Hiring data to be taken from the annually-submitted reviews.</li> </ul> </li> <li>• The process gives time for revising and refining the self-study documents before submitting for validation.</li> <li>• Incorporate Program Review Support and Validation functions into the Planning Committee.</li> </ul> <p>Tammeil Gilkerson gave a presentation on the timeline of the program review process in the new model.</p>	<p>Wayne to distribute his documents to College Council</p>
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**Standing Committee Reports**

<p>7. Student Success Committee <i>(5 min)</i></p>	<p>Mayra Padilla reported on the Student Success Committee:</p> <ul style="list-style-type: none"> <li>• 80% of State-granted funds had been received.</li> <li>• Currently working on the mid-year equity report.</li> <li>• Additional funds to be granted by the State to fund additional fund programs for veterans and undocumented students.</li> <li>• Sept. 17<sup>th</sup> Equity conference at CCC</li> <li>• Next meeting of the committee to focus on deadlines and coordination with other college work groups.</li> <li>• Training to be held at the State Chancellor’s office for 3SP.</li> <li>• A one-year extension has been granted for the Equity Plan.</li> </ul>	<p>Mayra to send Michael Peterson new Student Success Committee roster.</p> <p>New meeting time to be voted on next College Council meeting in October.</p>
<p>8. Budget Committee <i>(5 min)</i></p>	<p>Mariles Magalong reported on the Budget Committee:</p> <ul style="list-style-type: none"> <li>• Meeting was held on 8/31/16</li> </ul>	<p>Deans to remind their faculty of the Sept. 29<sup>th</sup> New Faculty Hiring applications.</p>

	<ul style="list-style-type: none"> <li>• Integration of resource allocation with Program Review</li> <li>• Possible retirements without replacements</li> </ul>	
9. Operations Committee (5 min)	<p>Tammeil Gilkerson reported on the Operations Committee:</p> <ul style="list-style-type: none"> <li>• Meeting was held on 8/22/16.</li> <li>• Leave Request form discussions continue and the committee hopes to have final recommendation for the updated form soon.</li> <li>• Designated space for working mothers nearly determined insofar as exact location.</li> <li>• New signs on campus for bicycles and skateboards – possible updating of the signs.</li> <li>• 25 Live Update was given about the roll-out process.</li> <li>• Vending Machines in the GE building were not working – solution is being worked on.</li> </ul>	
10. Planning Committee (5 min)	<p>Wayne Organ reported on the Planning Committee:</p> <p>A quorum was not reached for the meeting, but discussions were had on the following:</p> <ul style="list-style-type: none"> <li>• Changes to Program Review process.</li> <li>• State of the Mission evaluation.</li> <li>• Discussion about obtaining effective student learning data using Curricunet / Institutional SLOs.</li> </ul>	
11. Campus Construction Updates (5 min)	<p>Mariles Magalong:</p> <ul style="list-style-type: none"> <li>• Buildings to be dedicated on 9/13/16.</li> <li>• Landscaping projects continue: plants and water irrigation systems being installed.</li> <li>• Sanitary napkin containers being installed now.</li> <li>• Use of the elevator in the LA buildings remain open for access to the HS building.</li> </ul>	
12. Measure E Update (5 min)	<p>Mariles Magalong:</p> <ul style="list-style-type: none"> <li>• Campus Safety Center location is being determined with trenching.</li> <li>• PE renovation architect has been chosen and will be approved at the October Governing Board meeting.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Renovation to AA building: to house nursing, EMT, ADJUS, high school programs, speech, and math programs.</li> <li>• Construction of the new science building to replace B and PS buildings: RFP to be sent out next week (week of Sept. 12, 2016)</li> </ul>	
<p>13. Marketing Update</p>	<p>Brandy Howard reported on Marketing work:</p> <ul style="list-style-type: none"> <li>• Enrollment Campaigns: We partnered closely with Enrollment Services to run a multi-pronged email marketing, and social media and mobile advertising campaign in August. The email and mobile ad campaign targeted applicant who had not yet registered for classes, those that had completed 40+ units along with transfer math/English. Social media ads were run for culinary, automotive and early child care programs. The results: a total of 477 students who received these communications enrolled. While we can't draw a direct line between our efforts and these results, we believe that there is a correlation.</li> <li>• A marketing orientation for staff and faculty was piloted during fall flex days. Plans are to continue refining the orientation and to offer it, along with hands on training opportunities a few times per semester.</li> <li>• Website: The website task force met through late spring and early summer to inform a first phase of website re-development that includes a new homepage and head/footer menus. We are in the final stages with the vendor and hope to launch soon. A second phase will kick off mid fall and will include the re-design of interior pages and interior page content. Service areas and departments will be contacted to coordinate revisions to their specific content.</li> <li>• Graphic Design projects in the works and on tap include the promotional materials for this year's drama productions, program booklets for the four fall sports teams, the spring schedule and the 16-17 catalog addendum, the dreamers conference and the veterans center ribbon cutting event.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Other marketing and communications projects are in the works with nursing, DSPS, Workforce and Economic Development, and Transfer.</li> <li>• Lastly, new banners are being installed along Comet Way in front of campus today.</li> </ul>	
14. Reports from Constituency Groups <i>(10 min)</i>	<p><u>ASU (Safi Ward-Davis):</u></p> <ul style="list-style-type: none"> <li>• Planning Faculty Dinners for this semester</li> <li>• VP of Clubs working to recharter clubs and create a new master list with the names of club advisors.</li> </ul> <p><u>Management (Jason Berner):</u></p> <ul style="list-style-type: none"> <li>• District Office risk management officer, the District Police Chief, and campus lieutenant provided a table-top emergency preparedness exercise on August 25<sup>th</sup> to Management Council.</li> </ul> <p><u>Classified Senate (Leticia Mendoza):</u></p> <ul style="list-style-type: none"> <li>• Erika Greene is in an out of class assignment at DVC, so Classified Senate is restructuring to cover for her absence.</li> </ul> <p><u>Academic Senate (Beth Goehring):</u></p> <ul style="list-style-type: none"> <li>• Looking at new ways of doing scheduling similar to DVC's model.</li> <li>• Program Review proposed changes discussed.</li> <li>• District Distance Ed plan</li> <li>• CANVAS training.</li> </ul>	
15. Announcements <i>(5 min)</i>	<ul style="list-style-type: none"> <li>• Tammeil Gilkerson: New College Center Ribbon Cutting and Mojdeh's investiture on Tuesday, Sept. 16</li> <li>• Vicki Ferguson: Constitution Day is Sept. 17<sup>th</sup>, with observances on September 15<sup>th</sup> with New College Center quad tabling (11-1) and a documentary screening on Sept. 16 of "Street Fight" by Cory Booker.</li> <li>• Karl DeBro: Gateway to College honors assembly on Friday, September 16<sup>th</sup>.</li> </ul>	
16. Next Meeting: <b>October 13, 2016</b>	Chair	
17. Adjournment	Chair	