

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

**Date:** Thursday, October 19, 2017

**Time:** 2 pm to 4 pm

**Room:** Fireside Hall, Contra Costa College, 2600 Mission Bell Drive, San Pablo, CA 94806

**Management:**

Tish Young (Speaker)  
Jason Berner  
Ken Sherwood  
Mariles Magalong  
Mojdeh Mehdizadeh

**Faculty:**

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

**Classified:**

Ashley Patterson (Speaker)  
Lorena Cortez  
Joel Nickelson-Shanks  
Kelly Ramos  
Leticia Mendoza

**Students:**

Aireus Robinson (Speaker)  
Astrid Pumarica  
Alfredo Gutierrez

TOPIC	DISCUSSION	ACTION ITEMS
1. Call to Order by Chair	<p>The meeting was called to order at 2:02p.m.</p> <p>Present: Tish Young, Jason Berner, Ken Sherwood, Mariles Magalong, Mojdeh Mehdizadeh, Bonnie Holt, Rick Ramos, Alissa Scanlin, Joel Nickelson-Shanks, Ashley Patterson, Astrid Pumarica, Aireus Robinson, Alfredo Gutierrez and Lorena Cortez (taking notes).</p> <p>Guests included: Vicki Ferguson, Mayra Padilla, Brandy Howard, and Dennis Franco.</p>	
<b>Presentations</b>		
2. Public Comment	<i>None</i>	
<b>Presentations</b>		
3. Approval of Agenda	Faculty moved to approve the agenda. Classified seconded the motion. The agenda was unanimously approved.	
4. Approval of Minutes from 9/14/17	Managers moved to approve the minutes with minor change reflecting Tish Young as the Managers constituency speaker at College Council meetings. Classified seconded the motion. The minutes were unanimously approved.	

**Action Items Removed from Consent Agenda / Non-consent Agenda – Action Items**

<p>5. Integrated Plan – Final Approval</p>	<p>Mayra Padilla, Dennis Franco and Jason Berner presented the Integrated Plan final draft. The following are some activity highlights:</p> <ul style="list-style-type: none"> <li>• significant increase in the use of tutoring services by students (from 245 in fall 2013 to now serving 1,000). This has resulted in 12-15% student success increase</li> <li>• PLTL outcomes are not as high as the drop-in tutoring. The team is making a recommendation to make improvements</li> <li>• equity hour will continue to be funded. The program is called, The Mindful Advising Mentoring Program. Full-time and part-time faculty will be able to spend extra time outside of class to interact with student, and will be able to share their experiences on a canvas platform</li> <li>• SSSP has funded staff to support the Veterans Office</li> <li>• math continues work on multiple measure and acceleration. Below college level math courses have been reduced from four to two</li> <li>• high school and college math faculty have been meeting to discuss aligning math courses</li> <li>• English basic skills implement multiple measures; this was the first year. In summer 2017, 87% of students passed English 1A</li> </ul> <p>Management moved to approve the Integrated Plan. Faculty seconded the motion. The motion was unanimously approved.</p>	
<p>6. Campus Advertising: Electronic and Non-Permanent Signage</p>	<p>Ken Sherwood presented the revised college policy C3007.0, Campus Advertising: Electronic and Non-</p>	<p>President’s Office update the college procedure handbook.</p>

	<p>Permanent Signage that was adopted by Operations Council on 09/11/17.</p> <p>Classified moved to approve college policy C3007.0., Campus Advertising: Electronic and Non-Permanent Signage. Faculty seconded the motion. The motion was unanimously approved.</p>	
7. Policy and Procedures AB1995, Shower Access for Homeless Students	<p>The committee reviewed the Shower Facilities for Homeless Students policy and procedures that was adopted by Operations Council in spring 2017.</p> <p>Management moved to approve college policy and procedures, AB 1995: Shower Access for Homeless Students passed unanimously. Faculty seconded the motion. The motion was unanimously approved.</p>	President's Office update the college procedure handbook.
<b>Information/Discussion Items</b>		
None		
<b>Standing Committee Reports</b>		
8. Budget Committee	<p>Mariles Magalong provided the Budget Committee report:</p> <ul style="list-style-type: none"> <li>• finalized 2017-2018 budget - instructional equipment was allocated \$69,480 and scheduled maintenance received \$300,000. The scheduled maintenance budget breakdown is as follows: <ul style="list-style-type: none"> <li>○ emergency communication system, \$100,000</li> <li>○ Gym Annex boiler replacement, \$100,000</li> <li>○ Early Learning Center playground update, \$100,000</li> </ul> </li> <li>• change to instructional equipment allocation procedure - Budget Committee has a proposal to change how funding is allocated for instructional equipment. The funding will</li> </ul>	

	<p>be distributed between the Library and Information Technology departments, which have the largest cost for providing services to students. The recommendation will be presented at the next College Council meeting on Thursday, November 9, 2017.</p> <ul style="list-style-type: none"> <li>• in 2018- 2019 academic year, the budget allocation process will resume. The departments will be able to apply for an additional 10% increase to their budget</li> </ul>	
9. Student Success Committee	<p>Tish Young and Jason Berner provided the Student Success Committee report:</p> <ul style="list-style-type: none"> <li>• sent managers and faculty to equity in diversity hiring conference. The goal is to provide a workshop during FLEX week in spring 2018</li> <li>• Karl Debro shared district-wide data via email on the completion data from the three colleges, broken out by major demographic group</li> <li>• discussed working on aligning professional development to pedagogical processes to better serve Latino and African American students. The College Council committee made a recommendation to make FLEX week into a week of professional development focused on the strategic goals. Ken Sherwood will bring the recommendation to President's Cabinet.</li> </ul>	<p>Ken Sherwood to share College Council's recommendation at President's Cabinet for FLEX week activities/workshops to focus strategic goals</p>
10. Operations Committee	<p>Ken Sherwood provided the Operations Committee report:</p>	

	<ul style="list-style-type: none"> <li>• archway location – the committee has only two location options to install the college archway</li> <li>• solar trailer light – CCC received a solar trailer light to be placed in a location on campus that needs additional lighting. The committee’s recommendation is to place the trailer on Campus drive, by the Applied Arts building</li> </ul>	
11. Planning Committee	<p>Jason Berner provided the Planning Committee report:</p> <ul style="list-style-type: none"> <li>• requested the constituency groups to provide their top five Strategic Plan Goals that they would like the college to focus on</li> </ul>	
<b>Standing College Council Business</b>		
12. Campus Construction Updates	<p>Mariles provided the following updates:</p> <ul style="list-style-type: none"> <li>• list of remaining projects from 2016-2017 budget: <ul style="list-style-type: none"> <li>○ college archway</li> <li>○ drop-off shelter</li> <li>○ digital display in the General Education and Student &amp; Administration buildings</li> <li>○ security cameras in culinary</li> <li>○ emergency communication system</li> </ul> </li> </ul> <p>the budget for the remaining projects is not sufficient to complete all of the projects listed. Upon review of the budget, a project priority list will be created.</p> <ul style="list-style-type: none"> <li>• ADA door project – ADA compliance work is being performed on the doors located in Computer &amp; Technology Center, Art and Gym Annex buildings</li> </ul>	

	<ul style="list-style-type: none"> <li>• automotive department fence – the fence will be replaced and extended starting the week of October 23, 2017</li> <li>• street bumps and parking lines have been restriped</li> </ul>	
13. Measure E Update	<p>Mariles provided the following updates:</p> <ul style="list-style-type: none"> <li>• Applied Arts building remodel – the contractor will begin work the week of October 30, 2017</li> <li>• Physical Education/Kinesiology building remodel - design development meeting took place with the architects and stake holders</li> <li>• Science building – upcoming meeting to discuss the design</li> </ul>	
14. Marketing Update	<p>Brandy Howard provided the College’s marketing updates:</p> <ul style="list-style-type: none"> <li>• performing outreach work by attending community events to increase visibility</li> <li>• mailing and messaging campaigns with Enrollment Services, targeting high school seniors, as well as older population with information on FAFSA updates, scholarships, etc.</li> <li>• upcoming campaign around scholarships will begin November 2, 2017</li> </ul>	
15. Constituency Group Updates	<p><u>Management (Tish Young):</u></p> <ul style="list-style-type: none"> <li>• on October 12, 2017, practiced the emergency response training during the Red Cross shelter setup for the northern California fire victims</li> <li>• participating in an upcoming diversity training workshop</li> </ul> <p><u>Classified (Ashley Patterson):</u></p>	

	<ul style="list-style-type: none"> <li>• invited speakers to discuss to the integrated plan and guided pathways presentations</li> <li>• hosting the districtwide Classified Senate Leadership Retreat on October 27, 2017</li> </ul> <p><u>ASU (Aireus Robinson)</u></p> <ul style="list-style-type: none"> <li>• suicide prevention day event was held on October 9, 2017</li> <li>• Latino Heritage Day event held on October 4, 2017</li> <li>• club rush event was held the week of October 9, 2017</li> <li>• haunted house event will be held at the Knox Center on October 31, 2017</li> </ul> <p><u>Faculty (Bonnie Holt):</u></p> <ul style="list-style-type: none"> <li>• reviewed strategic plan objectives and make recommendations to Planning Committee</li> <li>• discussed equity minded training</li> <li>• provided guided pathways updates and identified pilot programs</li> <li>• discussed scheduling committee</li> </ul>	
16. Announcements	<ul style="list-style-type: none"> <li>• upcoming domestic violence awareness event scheduled on October 24, 2017</li> </ul>	
17. Next Meeting: Thursday, November 9, 2017		
18. Adjournment	<p>Faculty moved to adjourn the meeting. Classified seconded the motion. The motion to adjourn was unanimously approved.</p> <p>The meeting was adjourned at 3:33p.m.</p>	