

**Contra Costa College  
2600 Mission Bell Drive  
San Pablo, CA 94806**

**COLLEGE COUNCIL MINUTES  
April 8, 2009  
2:30 p.m. LA-103, Liberal Arts Building**

Present: Classified: Alma Cardenas, John Christensen, Joyce Edwards, Mercy Pono, Teresina Steffes  
Faculty: Richard Akers (Chair), Lee Brelie, Leverett Smith, Wendy Williams  
Management: Helen Kalkstein, Carol Maga, Mariles Magalong, McKinley Williams  
Students: Charity Edmondson,  
Absent: Vern Cromartie  
Guests: Jason, Berner, Bruce King, Seti Sidharta, Kenyetta Tribble

1. **Call to Order** - The meeting was called to order by Chair, Richard Akers at 2:40 p.m.

#### **CONSENT AGENDA - ACTION ITEMS**

2. **Approval of the Agenda** – The agenda was revised to move the Budget Update up to Item 10 under Nonconsent Agenda – Action Items in order to preview a first read on the recommendations from the Budget Committee for budget augmentations. Otherwise the agenda was approved.
3. **Approval of Minutes from March 20, 2009** – Minutes were approved.

#### **ACTION ITEMS REMOVED FROM CONSENT AGENDA**

#### **NONCONSENT AGENDA - ACTION ITEMS**

4. **Basic Skills Committee Funding Proposal** – Second Read – Jason Berner  
Jason distributed the proposed outcomes in specific detail from the proposals presented at March 20, 2009 meeting. Basic Skills met yesterday and there are two additional, small requests. Those requests are listed on the distributed memo and they are: 1) Zolayma Martin's overtime for basic skills' secretarial support; and 2) two adjunct basic skills faculty (Rana Lee Berman and Wendall Douglas) attendance at a workshop this weekend (East Bay Career Advancement Academy in Sacramento). Jason reported the Basic Skills Committee prioritized their goals and actions for the next academic year. They also looked at baseline goals for improving the results in the ARCC report. Carol said there are three measures in the AARC report related to basic skills and we are trying to correlate the action plans to support those goals. Tim Clow is providing research data on assessments. Carol also mentioned we are looking at early alert systems and at early interventions.

The Preliminary Action Plan for 2009-10 was also included in the handout from the Basic Skills Committee. Those plans include: ARCC Data improvement support; Math instruction best practices; English improvements across the curriculum, specifically incorporating reading instruction in English 142B; ESL coding Basic Skills ESL classes; Counseling examination of targeting interventions for Basic Skills students; Transfer-Level Students support; Placement/Assessment data from Research and Planning; Early Alerts such as ACES to help "at-risk" students; and Funding for Professional Development, Release Time for BSI Coordinator and Research and Planning. Mack asked about the reading for Basic Skills/ESL Students with English classes, specifically English 142B. Carol responded by stating English 142B is a transition basic skills course. Carol also commented that we are trying to develop a cadre of faculty to help students improve their reading skills. Mack says he commends the committee for looking at the ARCC data and trying to improve our results. Carol said we have more work to do.

College Council voted on the proposals for funding presented at the March 20, 2009 College Council meeting:

Strengthening Student Success Conference (Helen Kalkstein) \$6,512

Library \$6,000

Reading Apprenticeship (Ellen Smith) \$6,000

Basic Skills Initiative Coordinator (Helen Kalkstein) \$14,376.60

Social Sciences (J. Vern Cromartie) \$3,380.76

PLATO Learning Systems (Jason Berner) \$56,194 – DSPTS backed out of their support of \$10,000 because they said they could use their \$10,000 for other purchases if Basic Skills was able to afford the costs of the PLATO system. DSPTS is still interesting in using the PLATO Learning Systems and is appreciative to Basic Skills for purchasing the software.

A vote was taken: Faculty – yes; Classified - yes; Management – yes; Students – yes

Carol assured the Council that the Basic Skills Committee will spend their allocations by the deadline.

The new action plans will be brought back to the next meeting for approval.

Those plans include: Administrative Support for BSI (Helen Kalkstein - \$2659.00) and CTE/BSI Conference for Rana Lee Berman and Wendall Douglas.

**5. Program Review Update** – Wendy and Kenyetta – Carol said as part of the accreditation recommendations we are required to update our program review. Wendy distributed the rewritten instructions for the program review that now include SLO references. The instructions have a new title: *Program Review and SLO Assessment Process*. There are now eight steps in the process.

1. The Student Learning Outcomes Assessment (SLOA) Report
2. Division Confirmation of the SLO Assessment (SLOA) Report
3. Collecting Data and Supporting Documents
4. The Self-Study Report
5. Meeting with your Program Review (PR) Validation Team
6. (Optional) Self-Study Team Response to the PR Validation Team Report
7. Final Program Review Report
8. (Optional) Program Review Meeting

There are also a couple of new updates for Career Technical Education (CTE) program reviews.

Wendy included Appendix D which is a checklist for faculty to use to ensure completion of the process.

That includes:

1. Introduction: Overall Description of Program
2. Data Analysis and Recommendations
3. Instruction
4. Curriculum
5. Student Success
6. Departmental Resources
7. Professional Development and Activities
8. Community/Campus Outreach
9. Action Plan

Kenyetta addressed the hand-out on Learning Resource, Student Services and Administrative Units Program Review and Outcome Assessment Process. They revised the Students Services program review process to include Learning Resources as recommended by the accreditation commission. SLOs – Student Learning Outcomes are for Counseling; LRUO's - Learning Resource Unit Outcomes are for Learning Resources; SUO's - Service Unit Outcomes are for Student Services and AUO's - Administrative Unit Outcomes are for Administrative Units. This template will be posted on the S drive along with the appendices. Kenyetta reported that confirmation of outcomes is not tied to a division if

you are not directly in a division. Both of these drafts will be presented at next month's College Council meeting for second read and ultimately approval.

**6. Locker Policy** – Carol said we had some lockers in the hallways that were not being used. Our culinary arts students needed more lockers so we posted signs notifying students to empty their lockers. Campus Police cut off the remaining locks and discovered that some of the lockers had not been utilized in 10 or 15 years. It was then decided we need a locker procedure. Carol reviewed the proposed procedure. The lockers are for enrolled students and are expected to empty the lockers at the end of the term. The lockers are managed by a division or department. Students should contact their departments about obtaining a locker. We are not responsible for lost or damaged items. There are lockers downstairs in the AA building, specifically in AA-133, that are going to be removed when the AA Building renovation occurs. Mercy asked if this locker procedure will be posted. Carol responded by stating that once the locker policy is approved, it will be posted and be placed in the student handbook and College Procedures Handbook. Mack said until the lockers are removed downstairs in the AA Building, we need to have them assigned to a department. It was decided we would just lock up the lockers in AA-133 so no one can use them until they are removed. Joyce suggested the following changes to the proposed procedure: #4 moved to #1, #5 becomes #2 and #1 becomes #3. #4 will be changed to include *All lockers will be managed by a department or program.*

*Locker Use Procedure (revised version)*

1. *All lockers will be managed by a department or program.*
2. *Students should contact their department or program about locker availability. Students in programs with lockers have priority to use those lockers.*
3. *College lockers may only be used by enrolled students for one semester/term at a time.*
4. *Students must clear out their locker at the end of each term.*
5. *Lockers in use after the end of the term will be emptied.*
  - a. *When lockers are emptied, the locks will be removed and items remaining in the locker will be held one month and then discarded. Notice will be posted at least one week before lockers are emptied.*
6. *When there is concern that lockers are being used inappropriately, lockers may be open, checked, and emptied or contents confiscated.*
7. *The College is not responsible for the loss or damage to college locker contents.*

This procedure will be brought back to next month's College Council meeting for a second read and ultimately approval.

**7. Eating in the Classrooms, Labs, Theatre Policy** – Mack said he has received a lot of e-mails as to why there should be eating in the classrooms as well as why there should not be eating in the classrooms. Mack said there seems to be consensus about capped water bottles being allowed in the classrooms but no other drinks than capped water bottles. Center for Science Excellence (CSE) will be responsible for their area and ensure it is cleaned up after students eat. The Rhodes Gallery has been used for receptions and will be added to the policy of where food may be allowed on campus. Charity mentioned that her English professor was having difficulty in keeping the students from eating in the classroom. Mercy said we need to be sensitive to evening students who are working all day and don't have time to eat before they get to class. Lee is in favor of the policy as she commented that it is distracting and disruptive to have students eating in the classroom. Wendy said she has been talking to her students in her classes. Eating doesn't disrupt her class. It hasn't been an issue. Wendy doesn't think we should have one rule for everyone as faculty should be able to make their own rules in the classrooms. Mack said he can appreciate the fact that faculty should be able to make the decision but when there are continual messes it becomes an administrative problem to resolve and a custodial problem to clean up. Carol said custodial has continually complained that the food and drink messes in the classrooms are causing an inordinate amount of clean up time. Helen said this policy would affect the Saturday

workshops and weather is a deciding factor as to where students eat. Helen continued to state that she had a faculty member taking issue with the division office offering food for staff. Helen continued to say at the end of the year we have celebrations with lots of food. Helen asked if there could be exceptions to the policy for end of the year celebrations. Teresina said when she was a part-time teacher most students ate outside of the classroom. Teresina says she sees a large difference in students today. Because the rules are relaxed, students feel free to eat anywhere. Teresina said eating during testing is very disruptive. Joyce said there is a difference of individuals eating and groups eating. She suggested we add conference rooms, specifically AA-216, the ELC and the Library to the policy where food is allowed. Leverett said there are definitely specific locations on campus where food is forbidden such as the chemistry lab. John said he was also a night student here at CCC. He had professors that allowed eating in the classroom and those that did not allow eating the classroom. Seti said she gives her students chocolates during her three hour exams but then polices the wrappers by passing around a garbage can. Carol said she recently was caught for eating her lunch in a classroom during a meeting. Wendy said the policy does not mention the hallways. Richard said we need to have a policy that is enforceable. Richard welcomed everyone to channel their ideas and conversations to Mack. Wendy would like to have more information on specifically what classrooms are messy from eating.

This policy will be revamped and returned to the next College Council meeting for a second read.

**8. Graffiti Policy** - Mack said that Darlene has noticed a lot more graffiti specifically in the men's restrooms on campus. We have a clean-up policy that all ensures all graffiti will be removed within 24 hours. Mack said the graffiti has become so rampant it is becoming difficult to keep up with our 24 hour clean up policy. It is also additional cost for the college with special paint to repaint the bathrooms. Mack said we need to have a zero tolerance for graffiti. Richard said there have been photographs taken of the graffiti and shared with the local police department. Some faculty members have noticed that graffiti in their building has occurred regularly at specific times. This policy will be brought back to next month's College Council meeting for a second read and ultimately approval.

*Graffiti Policy - College Policy C3026.0 (College Procedures Handbook)*

*Reference: President's Cabinet – April 10, 2009*

*Adopted by College Council –*

*The staff and faculty at Contra Costa College wish to protect the appearance of the college grounds and facilities. To maintain a pleasing and inviting atmosphere, the college has established a no tolerance policy for graffiti. Anyone caught painting, marking, defacing or placing graffiti in any form on college grounds and facilities will be subject to disciplinary action and/or prosecution to the full extent of the law.*

**9. Art Donation Policy** - Mercy chaired this part of the meeting since Richard submitted the initial proposal. The subcommittee of Teresina, Charity, Leverett and Tim developed this draft policy. They used Indiana University's policy and tried to apply it to Contra Costa College. The subcommittee didn't have time to run this proposed policy by the Business Office but they are hopeful the Business Office will be able to help. Seti asked if we will ever purchase art. Richard said DVC already purchases art. Mariles asked if DVC has a procedure for art acquisitions. Carol said DVC has a committee for art acquisitions. Leverett said if there are strings attached to the donations and is grateful the policy addresses this issue. Mack said before this policy is approved it will be sent to legal counsel for review. Mercy asked about the ten years time length for loaning, selling or trading. It was decided we change that duration to five years. Item #10 under Acquisition by Gift should say our campus as this policy is specifically designed for CCC.

This proposed policy will be brought back to next month's College Council meeting for a second read and ultimately approval.

**10. Budget Update – Budget Augmentations** - Budget Update - Mariles said we followed

the same process as last year. They received 21 applications. The budget committee used the established rubric to review and rate the applications. The retention and persistence rates were provided by Tim Clow and SLO's were provided by Donna Floyd. Biosci and Biotech both applied. Once evaluated, Biotech fell out of contention. Lee asked if the applications that did not receive funding could be considered next year. Mariles said they will have to submit another application next year. Lee had concerns about Irena Stefanova who is a one-person department and is also trying to complete her program review. Mack said the dean is available to their faculty in their division for assistance with program review and budget augmentation forms. Mariles said they felt badly about declining any of the applications and tried to refer them to another area for other funding.

**Budget Augmentation Proposals**

Biological Sciences - \$5,000.00

Chemistry - \$5,000.00

Earth Science - \$5,000.00

Library - \$5,000.00

Music - \$5,000.00

Office of the VP - \$5,000.00

Research & Planning - \$5,000.00

Social Sciences - \$5,000.00

Speech - \$5,000.00

Technology Services - \$5,000.00

Total: \$50,000.00

This will be brought back to next month's College Council meeting for second read and approval.

**INFORMATION/DISCUSSION**

**11. Resolution to Rename SSC to Martin Padilla Student Services Center** - Mack said when we renamed the John and Jean Knox Center we sent a memo to the chancellor stating our reasons why we were requesting the name change. We followed the same procedure and have submitted a memo to Chancellor Benjamin requesting to rename the Student Services Center to the Martin Padilla Student Services Center. Mack continued and said we distilled the information from the memo and put it into a resolution for presentation. Mercy thanked Mack and Melody for developing the resolution.

The Council voted on the resolution: Faculty – yes; Management – yes; Students – yes; Classified -yes

**12. Progress on Accreditation Response** - Carol said we have to reply to the accreditation commission on our recommendations by October. We are on target and will have our SLO compliance completed by the end of the semester. We are currently working on the assessment portion of our SLO process. We are making good progress on the recommendations.

**13. Remodel and Other Measure A Activities** - Carol said we are just about completed with phase one of the athletic field. We are working on renovations for the AA building. We are also working on the re-roofing the AA, PS, and AT Buildings. We are working on Phase I of the Master Plan which includes the new SA, the new Classroom Building and the new student pathway. We are also still working on the Biosci HVAC system.

**14. Reports from Constituency Groups – Faculty** - Leverett said there were several items at the last academic senate meeting: faculty evaluations are still under discussion, courses that don't meet college standards, student satisfaction survey – too long, eating in the classrooms, graffiti, art donations, to name a few.

Classified – Mercy reminded everyone Spa day is April 24<sup>th</sup> 1:00 to 4:00 p.m. Elections

are coming soon at the end of the month and they are accepting nominations. Classified luncheon is scheduled for April 30<sup>th</sup> and Richard Akers will be the guest speaker. Management – Mack said today there was FRISK training at the district office. Carol said there were about 20 people who attended. Last Friday was the great Managers Seminar which was very successful. Mack said that tomorrow is the ice-cream social for the district's 60<sup>th</sup> anniversary and the chancellor will be here for a budget forum. May 1<sup>st</sup> is the Staff Appreciation Day.

Students – Charity reported the car show today was successful and radio station, KMBL, was in attendance. ASU also hosted a Jazz, Blues and Funk band as part of their Unity Day Festivities. Elections are coming soon and thus far they have no potential candidate for ASU President. The ASU will be cleaning up local creeks for their community service project.

**15. Announcements** – John announced the annual Job Fair in the new quad plaza outside of the SSC from 9:00 a.m. to 1:00 p.m. on Wednesday, April 22, 2009. It will be a smaller event than in years past but they do have 18 employers confirmed.

Mack said he would like to have a subcommittee review our first and second read policy. Richard, Mack and Mercy will serve on the subcommittee.

**16. Next Meeting** – May 13, 2009.

**17. Meeting adjourned** at 4:20 p.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President