

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

**COLLEGE COUNCIL MINUTES
March 20, 2009
2:30 p.m. LA-103, Liberal Arts Building**

Present: Classified: John Christensen, Mercy Pono, Teresina Steffes
Faculty: Richard Akers (Chair), Leverett Smith
Management: Carol Maga, Mariles Magalong, McKinley Williams
Students: Charity Edmondson, Jim Gardner, Tony Tran
Absent: Lee Brelie, Alma Cardenas, Vern Cromartie, Joyce Edwards, Helen Kalkstein, Wendy Williams
Guests: Michael Aldaco, Jason, Berner, Tim Clow, Donna Floyd, Frank Hernandez

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 approved.
3. **Approval of Minutes from February 11, 2009** – Minutes were approved.

ACTION ITEMS REMOVED FROM CONSENT AGENDA

NONCONSENT AGENDA - ACTION ITEMS

4. **Basic Skills Committee Funding Proposal** – Second Read – Jason Berner
Proposals: \$1,901.95 for the purchase of video equipment to support Gabriela Segade's research on ESL instruction and \$25,000 to support Supplemental Instruction in Academic Skills classes for the spring 2009 semester. Carol said the rubrics for the Basic Skills Funding Proposals are in process. An amount of \$150,000 has to be spent by the end of June. The committee knows it needs a plan in order to improve our ARC scores in Basic Skills. We need to discuss what activities we will develop for further funding. All of the proposals presented at today's meeting in addition to the two proposals from last month's meeting, will be taken from the \$150,000. Jason said the remaining projected \$30,000 will be used as a cushion for those projects. Jason said the Basic Skills Committee will be meeting on April 7th, the day before the next College Council meeting. Carol asked if Gabriela would have learning outcomes for the requested equipment. Jason replied affirmatively and added that Supplemental Instruction will also have learning outcomes. Carol suggested that everyone should compare the data to prioritize the funding. A constituency vote was taken for the second read of the Basic Skills funding proposals submitted at the February 11, 2009 College Council meeting: Classified - yes; Faculty - yes; Management - yes; Students – yes

Jason's distributed new funding proposals for Basic Skills as a first read action item. Those proposals are:

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) \$3,330.76 and PLATO Learning Systems (Jason Berner) \$46,194.

Strengthening Student Success Conference - Jason said the Student Success Conference was attended by a few CCC faculty and managers approximately two years ago. This year the conference focus is on Basic Skills instruction. The conference is slated for the 2nd week in October. Carol said one of the goals of basic skills development is to strengthen goals for success. Mack asked if there is a guarantee that we will reap the benefits by teachers developing a new course or whatever it is that we expect from them by sending them to the conference. Mack would like to see summaries of information that was learned from the conference attendees. Jason said we can make that a condition of their attendance.

Library - Jason said the Library is planning to set up a reading club for basic skills students. Most of the \$6,000 will be used to purchase books. They also want to obtain some of the books on tape. They are also including a stipend for the coordinator, possibly Judy Flum. Jason said some of the outcomes as stated by Ellen Geringer would be for students to easily check out more books, to meet teachers' expectations on summaries of books, and to read more on their own to help increase reading scores. Carol said this proposal is a collaboration between the Library and Basic Skills.

Reading Apprenticeship – they want to send five faculty members to a three-day Reading Apprenticeship training in Oakland. This training would help students with their reading skills for other classes besides basic skills classes. Ellen has been conducting a faculty inquiry group to use these reading strategies in their classes which has assisted with basic skills classes across the curriculum.

Basic Skills Initiative Coordinator - The basic Skills Committee indicated there needs to be someone to coordinate all of the activities that need to be accomplished. The Job Description will be announced to anyone wanting to take over these responsibilities. Mack also asked if we are giving any release time to the Basic Skills Coordinator this year. Carol said, no we haven't given the coordinator anything.

Social Sciences – Jason said the conference is on hold until we obtain more information from Vern Cromartie. This item may be pulled at the April 8th College Council meeting depending on further information.

PLATO Learning Systems – Jason said this is an internet based program that covers elementary school level skills and assesses students. We believe students who use this program will improve their skills level. Chancellor Benjamin had wanted more module components while she was president at CCC and this program meets that component as it gives instruction to specific needs. A representative from the PLATO Learning Systems gave a presentation here and DSPS wants to use it as well. They are contributing \$10,000 for the purchase but the \$46,194 requested by Basic Skills is what is needed to purchase the system. Jason said we will benchmark students' use and progress to see what kind of skills increases we get with this program. We may have this program for the next five years.

Tim asked if we added any tutoring costs in any of these proposals. Carol said we already took monies off the top for tutoring. Mack said we should weight these proposals as to how they affect students when prioritizing these expenditures. Jason said the committee agrees with that premise. Tim expressed concerned for reviving an early alert system. Jason said the committee made a conscious decision to work on current items and address former systems later.

These proposals will be brought back to the next meeting for a second read and constituency vote.

5. Proposal from Classified Senate on Renaming of SSC Building – Second Read - Mercy reviewed the proposal of renaming the Student Services Center after Martin Padilla. He gave his commitment and dedication to the college and was an exemplary employee. He worked above and beyond what he was expected to do. A constituency vote was taken to rename the SSC Building the Martin Padilla Student Services Center: Classified – yes; Faculty – yes; Management - yes, Students – yes

This proposal will be forwarded to the governing board for approval.

6. Accreditation Recommendation 4: In order to further improve college governance, the college should establish a policy for regular evaluation of its governance policy and processes. – Second Read - Mack explained that our accreditation self study team gave us a recommendation to regularly review our governance structure. It was agreed to can add “every five years” into our draft policy. A constituency vote was taken to approve the Draft Policy for Reviewing the Governance Process: Classified – yes; Faculty – yes; Management – yes; Students yes

Draft Policy for Reviewing the Governance Process

Introduction

In accord with the standards of good practice promulgated by the WASC Commission, Contra Costa College is committed to regular review of its governance process. The review will include the input of all constituencies—students, classified, faculty and administration. Input will be used to modify, if necessary, the governance process to ensure that all are represented.

- 1. The governance process approved by the college will be described in the College Procedures Manual under procedure A1000 section.*
- 2. Every five years the Office of Research and Planning will conduct a staff survey to ascertain input of constituency members regarding the governance process.*
- 3. The results of this survey will be presented to the College Council in the fall. At that time, College Council will review the governance structure and make any modifications or additions that are needed.*
- 4. Any change in the governance process will require that College Council disseminate the proposed change to the college community for acceptance.*
- 5. Changes in the governance process will occur the following semester.*

6. *Any member of one of the college constituencies also may propose a change to the governance process.*
7. *Proposals submitted by members of a constituency must have the support of that constituency.*

7. **Policy for Art Donations** – Mercy took over this portion of the meeting as Richard excused himself since he submitted this agenda item. Mack said we have a request for art donation to the college and we need to discuss how we accept these kinds of requests. We currently do not have a policy on how we accept art donations and we need to develop a policy on how we accept art donations. Mack suggests that we develop a committee that will develop a policy on the acceptance of art donations. Theresa, Tim and Charity and Leverett volunteered to help Mack develop a policy. Mack will convene the meeting. We thank Dr. Akers for submitting this request but we cannot act on it until we develop an acceptance policy. Theresa asked if we had developed a policy a few years ago when this issue came up previously. Mack responded that we did not develop a policy at that time.

INFORMATION/DISCUSSION

8. **Revised Academic Renewal Policy** – Michael Aldaco – Michael talked about remediation by grade point average. It is a process to forgive some of a student's substandard work. The policy is under consideration for change. Title 5 requires a common policy across all of the campuses within a district. It is currently being reviewed at LMC and DVC. Once there is concurrence with all three colleges, it will be presented at the governing board. Michael distributed a sheet listing the changes.

1. The student may only utilize Academic Renewal one time.

This differs from the CCC practice whereby a student could petition for renewal of an unlimited number of times until s/he reached the old 15 unit limit. The new policy allows up to 24 units, but students will be limited to only one submission. CCC remains free to exercise some discretion in granting exceptions to the 24 unit rule and the limitation of one submission on a case-by-case basis.

Michael said we are looking at the four year colleges and universities that our students transfer to in order to ensure they accept this change. Jim Gardner asked about financial aid students having difficulties repeating a course excessively since financial aid may not pay for a student to do that. Mack discussed an example of a student trying to enter the Nursing Program by taking the anatomy/physiology course three times before they received an A. The Nursing Program does look at a student who has repeatedly taken the course in order to obtain a better grade as opposed to students who receive an A the first time. Donna said we do have a policy about course repetition and receiving apportionment. This policy is different. Leverett said we have students withdrawing from classes when they know they are not going to receive a good grade. This policy would hopefully alleviate this problem.

2. Only substandard grades will be renewed.

This remains the same.

3. The student must have completed 20 units of satisfactory work that has been completed within the Contra Costa Community College District or any other accredited college or university, since receiving the last substandard grade (the unit count begins the semester after the substandard grade is received).

This differs from the CCC practice which required a student to complete 30 units with a minimum GAP of 2.25 or 45 units with a minimum GPA of 2.0, prior to submission. The new policy would be lenient on students.

Michael continued to report that we are being more generous by allowing a student to complete 30 units with a minimum GPA of 2.125 or 45 units with a minimum GPA of 2.0 prior to submission. There is no minimum or maximum time limit. Up to 24 units may be renewed. The student can combine district courses up to 24 units. Mack asked if we are sync with most community colleges. Michael said we are in sync with our sister campuses but he doesn't know beyond that. Carol said that we had a college policy but now we are mandated to have a district policy. Theresa asked how they arrived at the 24 unit limit. Michael doesn't know how they arrived at the 24 unit limit. Michael will ask the district.

4. The student must not have received any D's, F's or NC/NP since the substandard work (minimum 2.0 since substandard work).

This remains the same.

5. Courses that have already been removed from GPA by course repetition will not be renewed. *This remains the same.*

6. There is no minimum or maximum time limit (no waiting period since the substandard work).

This differs from the CCC practice whereby students had to wait for the passage of 2 semesters. The new policy would be more lenient on students.

7. Up to 24 units may be renewed.

This is 9 units more than the old policy which limited the number of units to 15.

8. The student can combine district courses up to 24 units, however, each college will adjust its own work—one form per college.

This differs from the prior practice in that the limit of 24 units will apply to work throughout the district, rather than a theoretical limit of 45 units (or 15 units at each of our campuses under the current policy or 72 units under the proposed policy).

9. **AARC Report** – Tim distributed the AARC report. Tim said he would like to be invited to each constituency groups to review the AARC report. The AARC report is like a service outcome. The State derived the data from the data we sent them. CCC performed well on the report except for the Basic Skills and ES portions. We also responded with a narrative. The report showed we had 5% increase rate in persistence. These students that improved in persistence were financial aid and EOPS students. The AARC report shows any improvements or deficiencies in teaching strategies. The State does the peer grouping by using formulas in their categories. Tim said the AARC report is rather like a score card and Mack has to defend it at the governing board. This is an institutional outcome. This is the tool we measure our institutional progress. Leverett asked how significant a 3.3% decrease is in one year? Tim said he also looked at this decrease. Carol said we don't want to see any decrease in our numbers. Tim welcomes anyone to come by his office to review the AARC report. The IPEDS report is a federal report card for the college. Tim said the State is still changing the formulas for Basic Skills and ESL but, after much research, we did find a decrease in numbers in Basic Skills and ESL. Mack reminded everyone that this is a report that is sent to the legislators. Charity said she will bring this item back to Jeanelle so Tim may make a presentation at the next ASU meeting.

10. **Website Update** – Carol reported on the website revisions. Carol said Randy suggested that our web page have 80% presentation and 20% organization of material. James showed the draft web page on the screen. There is a new banner scheme with drop down menus and a side bar. Carol said we are using the blue and gold colors as they seem to be the most effective on a web page. Carol said we have a photographer taking photos on campus so that we have a variety to choose from. They are working on the structure and content now. Donna and a team of people are working on the catalog information and programs of study. Program templates are already designed. They are working on a content template for our CTE programs. There is a page that shows all of our degrees and certificates and what courses are needed to complete those degrees and certificates. The information is extracted from the catalog. Breadcrumbs are included on each so you always know where you are on the site. The home page will not have a lot of text. They will also have the home page in Spanish and they are determining if we need other languages. Mack wanted to know if we could add a calendar of events. Carol said we have a calendar of events listed on the top of the home page. At the bottom of each page there will be our phone number, address, and other identifying marks. They are working on the next level of organizing content. They are also working on the maintenance portion of our web site which will be parceled out to all of us. Carol thanked the students for their input at the design meetings. The new website is planned to be in place next January.

11. **Remodel and Other Measure A Activities** – Carol said the football field and track are just about completed and should be finished sometime in April. The next component of renovation for the athletic facilities will be completed June or July. This includes a paved roadway and additional fencing. There is a new policy in place stating anyone using the track should be enrolled in a physical education class. The track will be supervised at all times while it is in use.

Carol continued to report in Spring 2010 we will begin remodeling the AA Building. The former skills center in the AA Building will be renovated into the math and tutoring area and downstairs in the AA Building will be converted into the speech department.

In 2010, we will begin phase 1 of our facilities master plan. We have already met with architects on the SA and Classroom Buildings. The sites will be graded. The H building will be demolished. The classroom building will begin construction in 2011. The SA building will be demolished shortly after that. We will need swing space for student offices, bookstore, cafeteria that are housed in the SA Building. Carol reminded everyone that all of these construction projects will require a lot of flexibility on our part.

We are currently working with the architects on the biology HVAC renovation.

We are having new siding placed on the vocational building so it will match the CTC.

We will be seismically retrofitting the LA building as it will be five to six years before the LA building is demolished and the new science building is constructed. The science building will be funded with State funds.

We are working on installing an elevator in the GA building.

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Mack said we are working with the City of San Pablo to build international student housing where the Grand Auto used to be. The City Council is very supportive of this idea. The City of San Pablo wants to convert a portion of San Pablo Avenue into an International Business Community. They are looking at offering a 300 unit international student housing complex that would have living accommodations above the businesses.

12. Budget Update – Mariles said the deadline for submitting budget augmentations is March 31st. The Budget Committee will meet on April 6th. Mariles is hoping to bring the committee's recommendations to the next College Council meeting. Mariles reported we don't have an allocation for instructional equipment funds yet for this year. We will be using scheduled maintenance funds to repair leaky roofs.

13. Reports from Constituency Groups - Mercy announced the classified hosted a Fred Pryor seminar at CCC this morning and afternoon. The morning session was on Managing Multiple Deadlines and the afternoon session was on Positive Thinking and Peak Performance. The classified is also hosting a spa day on April 24th from 1:00 to 4:00. Manicures, waxing acupressure, massages will be some of the services offered at spa day. Everyone is welcome. Chancellor's Chat at the CCSIG is scheduled for the morning of April 24th.

Leverett said the faculty discussed several items at their March 16th meeting. The union is developing new evaluation forms. There was discussion about locker policies. The academic renewal policy was discussed. The faculty survey encourages faculty to participate on committees. Richard said his list of committees and who volunteers on those committees is listed on the academic senate website. Leverett said there was a discussion of SLO's and Wendy Williams has made herself available to help others in the developing of their SLO's. Jim said the students are hosting Unity Day to unify faculty, staff and students. They have invited the community. The car show will be part of this event again this year on April 8th from 10:00 to 2:00 p.m. The ASU will also have a spa day. Charity said they are working on developing a community service project in the local community. Charity was the speaker at their women's history event earlier this month. The ASU are voting on scholarships for the study abroad.

Mack said they had a management retreat today and it was wonderful. A woman from Merced Community College gave a presentation on the differences between the generations. We all bring strengths to our workplace and we also have some differences. Mack said that managers are concerned about the level of graffiti around the campus. They want to bring this issue back to College Council.

14. Announcements – John announced the College is hosting a job fair on April 22nd from 9:00 to 1:00 p.m. in the new quad plaza outside the Martin Padilla Student Services Center. A group of campus representatives attended the Museum of Tolerance. The visit was very informative. This year's Academic Senate Planery Session will be in San Francisco. Three members of the Senate will attend. Also the presidents from each college will attend one of the sessions.

15. Next Meeting – April 8, 2009.

16. Meeting adjourned at 4:35 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President

MEMO

MEMO TO: Chancellor Benjamin
FROM: McKinley Williams *MW*
SUBJECT: Re-Naming our Student Services Center
Background in Accordance with BP 5029
DATE: March 30, 2009

The Contra Costa College Council unanimously voted to change the name of our Student Services Center to the Martin Padilla Student Services Center at its meeting on March 20, 2009. The College Council is the college's primary shared governance decision-making body comprised of five managers, five faculty, five classified, and five students. Each constituency received support from its members for this action and the request that is now submitted to the Board of Trustees for approval.

Rationale

Martin Padilla was a long-time resident of Pinole. He earned his Bachelor of Arts Degree in Social Welfare in 1980 and also a Master of Science Degree in Counseling in 1982 both at California State University in Sacramento. In 1991, he married Nanette Barce in Berkeley and had been with her for 17 wonderful years.

Martin was a sports fan and was always an eager and fervent spectator of most college sporting events like baseball, football and particularly track & field events. He was an avid reader and enjoyed traveling and hiking mostly in the Yosemite area. Martin loved animals and cared for his pets. He was often taking photographs of nature and its wildlife inhabitants. He was very fond of volunteering his time at the local animal shelter.

Martin was very passionate about his careers and devoted 17 years as Instructor for disabled adults at Evergreen Program at the East Bay Services for the Developmentally Disabled. Martin also served as Contra Costa College's Evening/Saturday Monitor/Supervisor for 19 years.

Martin Padilla was an icon at the college. Students, classified staff, managers and faculty all revered him for his selfless service and his dedication to the college. Martin loved his work and did his job with a passion that was unequalled. Countless number of students commended him for his willingness to provide information and assistance in the most inclimate weather conditions. He never said no to a student and would instead go to great lengths to find a way to honor every request.

For almost 19 years, Martin was a mentor for Metas and Puente students. He was very concerned about student success and would give freely of his time to encourage students. There are many, many students who owe their academic success to Martin's financial and emotional support.

It was shocking and unbelievable when the college community was notified of Martin's unfortunate passing in a tragic car accident on August 28, 2008. Martin was 51. His untimely death signaled an end to an era at Contra Costa College. The college community was so moved by his loss that a campus-wide discussion ensued about an appropriate way to honor him.

For those of us that have been fortunate to have worked with Martin at Contra Costa College, we are honored to have the opportunity to remember him with much fondness and gratitude for his sincere dedication to the college. In doing so, it is unanimously requested by the Contra Costa College Council that the Student Services Building be renamed the **Martin Padilla Student Services Center**.

MW/mh