

College Council Minutes September 3, 2010

Present: Anna Agenjo, Primavera Arvizu, Pam Boyles, Laura Borneman, Sean Brooks, Joyce Coleman, Joyce Ester, Nan Gomez-Heitzeberg, Tom Greenwood, Jennifer Johnson, Corny Rodriguez, Kathleen Rosellini, LaMont Schiers, Candice Sifuentes, Nick Strobel, Bonnie Suderman, Janet Thomas, Sue Vaughn, Antonio Alfaro, Vickie Turney (recorder)

1. Welcome - Introductions - Agenda Review

Laura Borneman is an alternate for Michael McNellis, and Sean Brooks is an alternate representing the Student Government Association.

- ☞ **Action Item:** Greg will send the College Council Charge to the members. The Charge is also posted in the College Council (2009-2010 Attachment Subfolder) public folder.

Greg Chamberlain reviewed the “Charge of the Council”, and “Duties of Members”. He restated the purpose of the Council is to collectively discuss ideas; recommendations from these discussions are considered when making decisions. When issues are presented to College Council, they are ready to be communicated with the committee’s constituents. However, some action items that need feedback are not ready for distribution. All alternates should be aware of current issues and be ready to participate.

- ☞ **Action Item:** Let Debbie Spohn know the name of the alternate that will serve for each council member.

2. Review Previous Minutes

No corrections noted.

- ☞ **Action Item:** The previous minutes will be brought to the 9/17/10 meeting.

3. Accreditation

Nan Gomez-Heitzeberg and Kate Pluta are co-chairs for the Accreditation Steering Committee. Their first meeting took place on Tuesday, August 31 to discuss operations of the committee and gathering information for the quarterly Board report that Greg will present in October. One of the on-going charges of this committee is to gather information in preparation for Greg’s presentations.

- ☞ **Action Item:** Accreditation will be a regular agenda item.

An Accreditation Commission for Community and Junior Colleges (ACCJC) Self-Study workshop is scheduled for September 20, 2010 for all 3 KCCD campuses. There will be 15 employees from each campus taking part in the training workshop. The future plans component of the Midterm report was also discussed.

- ☞ **Action Item:** Greg Chamberlain will email those individuals named to participate in the future plans component of the accreditation report.

Nan Gomez-Heitzeberg, Kate Pluta, and Vickie Turney met to clarify how evidence for the accreditation report will be collected and organized. A number of templates will be used to aid in the collection of evidence.

Greg and Kate will serve as co-chairs in the San Diego City College Accreditation site visit; BC will benefit from Greg and Kate's experience in terms of organizing BC's Accreditation site visit in 2012.

↳ **Action Item:** Volunteers are needed to assist with the Self-Study Report.

4. DMTF

The DMTF draft document was forwarded to College Council.

↳ **Action Item:** The document will be modified to include revision dates.

↳ **Action Item:** The Budget and Accreditation Steering Committees need to be added to the DMTF document. They are mentioned on pages 13 and 23.

The document will be updated prior to the September 17 Council meeting.

↳ **Action Item:** Council members are asked to review the Evaluation Process and the Summary Recommendations.

A status summary can be included, stating the Training Plan is being developed.

5. Goals

Primavera Arvizu reported that a survey was sent prior to the end of Spring 2010 semester; there were only 8 responses. It is recommended that the survey be sent at the beginning of a semester in order to have time for review and response.

Student Excellence - Primavera reported the committee would like to continue the student excellence goal. She announced the success of the Math Jam, where students are given the opportunity to test out to another level of math. The idea is to build on successful programs such as this to get people involved in student success.

Primavera announced she will continue to add information to the survey as she finds what is happening on campus with other student success programs. Pam Boyles suggested including contact information for interested students.

Communication - Sue Vaughn mentioned DMTF training as a highlight to demonstrate communication on campus. Pam Boyles suggested capturing this communication through minutes/notes of all the committees on campus. This would be helpful especially when a representative misses a meeting, to insure capturing key points. Nan discussed minute-taking at the meeting with Kate and Vickie regarding the campus using one format to capture discussions, action items, etc. The concept of a future workshop was discussed.

Oversight & Accountability - Primavera suggested each department can contribute to building a solid BC identity through positive social opportunities. An example is the Alumni BBQ fostering Renegade pride throughout the community. Other examples include mixers and dinners that encourage networking, cross-training to include faculty and administrators regarding campus programs, etc.

Fiscal Responsibility - Primavera asked if there is a subcommittee for the budget process. Greg said the Budget Task Force is in the final stages of development.

- ↳ **Action Item:** The formation of the Budget Task Force will be discussed at the 9/17 meeting.

Tom Burke developed the Budget Allocation Model and presented information in Spring 2009. This included Information on how the budget is distributed at the state, district, and campus levels. A forum involving FCDC, College Council, Admin Council, and interested parties was suggested. It was suggested that Tom Burke present the information regarding the budget model to the group.

- ↳ **Action Item:** LaMont and Nan will work with Tom Burke's office to coordinate a date and place for a forum.

- ↳ **Action Item:** LaMont will forward the chart from the 2009 workshop about budget allocation.

Facilities - Primavera said it would be a good idea to encourage the campus to participate in the campus beautification. A question was posed regarding the limits of participation from students. Greg said their participation must be approved prior to the project starting. The community and campus can get involved through a horticulture course, etc. Campus beautification is part of the 2012 plan.

Laura Borneman asked to whom basic maintenance (changing light bulbs) is reported. LaMont said questions should be directed to him or Paula Bray in Maintenance and Operations. Paula is working on staffing levels and national standard comparisons; new software is being considered to help with the organization of these tasks.

LaMont announced Banner discussions will be scheduled for the campus to learn more about fiscal responsibility. These discussions will be held twice a year for administrators; one is scheduled for the end of September 2010.

Images - Primavera discussed how the campus should continue to provide a positive image of BC to community constituents and other schools. Examples include the AMGEN Tour and the solar field. Corny Rodriguez suggested an Academy Award-style recognition event.

Linkages

- ↳ **Action Item:** Linkages needs to be reviewed to see what feedback is needed on the DMTF document on training for recommendations.

Primavera said the recommendation for 2011-2012 Bakersfield College Goals is to use the same goals as 2010-11.

Nan said Basic Skills hasn't been mentioned in any section regarding under-prepared students. It should be mentioned to address how to serve this group of students.

- ↳ **Action Item:** Linkages will be modified to include that the DMTF document is completed. The sub-committee should discuss adding Basic Skills under Student Excellence in the BC Goals.

- ↳ **Action Item:** Candice Sifuentes will talk with Jennifer Marden about a classified representative to replace Antonio Alfaro.

- ☞ **Action Item:** Corny will begin the general discussion of adding Basic Skills to the BC Goals at the next Academic Senate meeting.

6. Construction

- ☞ **Action Item:** Greg Chamberlain will email the Facilities Planning Updates to College Council after each meeting.

The baseball modernization project will be completed in the next two weeks. The district is in litigation with Southern Bleachers regarding the press boxes. The Levan Center only needs a cable installed to be complete. The PV Field has the first steel panel up (project cost is \$8.4 million with \$8.2 million in rebates). The rest of the cost will be met with low interest loans. It should be completed by mid-October.

The GET bus terminal will start later in the fall, pending approval of plans. It has been determined that it is not cost effective to convert the basement in LA Building to swing space. Instead, this space will serve as the logistics area with rack shelving and forklifts. Portable buildings will be purchased for swing space, to be located on the old tennis courts. The buildings will be purchased through Measure G bond money.

Projects to begin by next summer include the SAM modernization (Speech Arts Music building), at a cost of \$11.5 million; \$3.7 million of the total will come from bond money.

The Board of Trustees has authorized legal action against the Thermal Energy Storage (TES) Tank vendor. The current solution to the problem involves an independent engineer repairing the tank, bypassing the vendor. Nick Strobel had a question regarding the refunds.

- ☞ **Action Item:** Greg will get an update regarding the TES refunds and status.
- ☞ **Action Item:** Greg will send out timeline for the modernization project before the next meeting.

The Outdoor Theatre will be remodeled to be used for campus and community events. The remodel will include the lobby, bathrooms, and classroom space.

Pam worked at the “Ask Me” Table and noticed that the schedules indicate Schaffer Hall rather than the LA building, which is confusing.

- ☞ **Action Item:** Sue will research in the Banner system regarding T/R character field.

Departments can once again request a work order to pick up and store boxed documents that are to be shredded in five years.

7. Budget

The latest news from the State is that both Republicans and Democrats have proposed plans for passing a state budget, but neither passed; the legislature is now in recess. Without a budget, KCCD gets no payments from the state. Some state colleges are borrowing money for payroll; BC is not in that position, but is using reserves for payroll and grants. The campus can go through October or November without borrowing for payroll. Both Democrat and Republican proposals are good for California Community Colleges.

☞ **Action Item:** Greg will forward email from Scott Lay regarding the State budget.

Nick asked if there will still be cuts for 2011-12. Greg answered it is not yet known.

☞ **Action Item:** The September 17 College Council meeting will discuss information regarding the Budget Task Force and the 2011-2012 budget.

Kathy Rosellini stated awareness of expenses might encourage people to help cut costs. For example, circulate a copy of utility costs each month with comparisons from the last year. LaMont said energy management system software that monitors the usage for each building is being considered. We are currently moving toward smart meters. Tom Greenwood asked how much energy is saved by turning off AC on weekends. LaMont said that while electricity is being saved, natural gas is still being utilized. LaMont announced that the budget building worksheets will be sent out earlier this year.

8. Enrollment Management

Nan announced there are more students with fewer sections. In comparison to spring 2010, 17 more sections have been opened. The main campus had 1,131 sections in the fall of 2009 and 1,192 sections for Fall 2010. The Arvin and Lamont locations offer a series of courses to accommodate the Gen Ed course requirements. The Bear Mountain/99 location will offer Gen Ed courses each semester. The Delano (DST) location is offering 1 more section than Fall 2009, but productivity increased with more students in classes. ITV (T.V.) courses are no longer being offered. Nan announced FTES for this year 7,208 exceeds our goal of 1,305 for the year, which means there will be a small summer semester again this year.

Joyce Ester announced that Student Services is looking at integration with DSPS/Counseling to better serve students.

9. Rumor Control

Sue asked about the status of raising the enrollment fee to \$40 dollars; Greg said this year's plan doesn't include a raise in fees.

Pam asked when the announcement of the new Dean of Instruction will be made.

☞ **Action Item:** Greg will make the announcement by next Tuesday (September 7, 2010).

☞ **Action Item:** New or dramatically revised course curriculum needs to be turned in by September 7.

☞ **Action Item:** Rumor control will be a standing item on every agenda.

Greg announced that the first BC Renegade Football game is this Saturday night!

The catalog and telephone directory are online at the BC website. Victor is developing a form for changes to the telephone directory to be submitted that will be available online.