

College Council Minutes November 19, 2010



Present: Greg Chamberlain, Jennifer Johnson, Laura Borneman, Vickie Turney (Sifuentes sub), Sean Hill (English sub), Edie Nelson, Pam Boyles, Corny Rodriguez, Joyce Ester, Primavera Arvizu, Sue Vaughn, Jennifer Marden, Janet Thomas, Sandy Sierra (Agenjo sub), Kathy Rosellini, Stephen Eaton, Bonnie Suderman, Brent Damron, Nan Gomez-Heitzeberg, Debbie Spohn (recorder)

Guests: Kate Pluta for Accreditation Steering Committee

Welcome

BAM Review

The Budget Allocation Model review committee prepared a document that was posted prior to the meeting; this document was discussed at Consultation Council. It will be on the Consultation Council agenda for discussion and feedback in January, and in February for action. Bakersfield College was represented by Nan Gomez-Heitzeberg, Lynne Krause, and Kate Pluta (representing CCA). The committee came to the conclusion that an outside agency was needed to determine best practices. The model determines how the budget is divided between the three colleges and the district office, including recommendations on each item. The committee is seeking feedback. Pam voiced the concern that people will disagree with the allocation of funds to hire an outside agency in this manner in such a dismal budget climate. Greg suggested that a statement indicating what is being considered be included in the request for feedback, hoping this will generate interest and comments. Feedback should be brought back to College Council; all feedback will be compiled for submission to the BAM committee.

Accreditation

Kate reported that the Academic Senate will be interviewing 2 candidates for the position of faculty chair of the Self Evaluation Committee. A call will be circulated asking for participation in the accreditation process. SEC is charged with conducting research and completing the writing of the Self Evaluation document. Accreditation should be a part of the charge of every committee so that it becomes imbedded in the college's everyday affairs.

Kate shared a report from the committee. It was noted that SGA should be added under #10. Any additional corrections/additions can be forwarded to Kate or Nan as co-chairs of the accreditation steering committee. This is a strategy to enhance our ability to reflect and evaluate on an on-going basis and build toward continuous improvement. Efforts need to be documented.

When asked how this was different from developing the unit plans, it was explained that this pulls all the information into one place. The evidence to support the claims must also be located. This will also cover the gap of time between the last program review and the accreditation cycle. Nan added that the steering committee will be providing a template that will make documenting these efforts simpler, and make

data collection easier. When asked about the confidentiality of some files, Greg explained that the files must be accessible to the members of the visitation team, but not to the general public. The team will want access to files for review prior to the visit.

Review Previous Minutes

Corrections were noted to the November 5 minutes. The revised minutes are posted in the public folder.

IT Structure

a. Restructure proposal - Greg forwarded the proposal for review. This proposal has been reviewed by the Chancellor's Cabinet. This program will be in place for a year, and then evaluated, with evaluations every three months in the meantime. The primary change is in the reporting of the IT manager to the District. They currently report to Bonnie Suderman as the dean of LRIT. But one of the identified problems is that there are different reporting structures at all three colleges. The primary motivation for the restructure is to move toward standardization of services.

DMTF

Finalize Updated Document - The revised document has been forwarded. Barring any major changes, this is the document that will be submitted to the campus. Members of the Task Force will be asked to set up training, one of which will be a presentation during Flex Days in January.

Construction

Dedication of the PV field will be at 10 a.m. on December 8. The field is currently generating power. A shade structure will be installed over the handicapped parking so that parking is equitable. This project was completed on schedule, and the contractor used as much local labor as possible.

Goals

Formulation of 2011-12 Task Force - This will remain on the agenda through early spring. A Task Force is needed to develop a process; the task force should bring back recommendations to College Council steps toward development of goals for 2011-12 so that the goals are adopted prior to the end of spring semester. Volunteers for the Goals Task Force are Corny, Pam Boyles, Primavera Arvizu, and Janet Thomas. Primavera will contact Anna Agenjo about participating. Nan will serve as a resource for this group.

Budget

a. Budget Committee - Names for the committee will be forwarded to the President's Office. Greg would like this committee to have the opportunity to meet prior to the end of the semester.

b. Update on Budget - The budget projections from Sacramento continue to be grim, with a projected \$6 billion deficit. Mid-year cuts are expected. For the Kern Community College District, the reductions that were already made should see us through to the next calendar year. This year's budget is covered by using \$1 million

from the district office reserves and \$2.3 million carryover funds from BC. A concern was voiced that the district is cutting positions and supplies in order to build higher reserves.

↳ **Action item:** Greg will bring this concern to Consultation Council for discussion.

The building of reserves may be a signal to the state that the allocation money isn't needed to operate, and can therefore be cut. Another question was asked about whether March 15th notices should be anticipated. Greg answered that any March 15th notices would be for the 2011-12 budget year; there is no way to guarantee what action the legislature might take in the current economic climate. The state continues to push the goals, which are CTE, basic skills, and transfer.

Enrollment Management

Summer and fall schedules are being developed. Because we are over cap, the focus for summer will be on the highest waitlisted classes and areas of highest need for degree completion. The hiring of additional faculty as is currently projected will not mean an increase in sections; it will mean a shift of sections from adjunct instructors to full time instructors. Deans and chairs will continue to evaluate the efficacy of low enrolled classes and make decisions about those.

Laura asked if there can be an additional open forum to discuss Basic Skills. A concern has been expressed about the number of students that are enrolling and staying in classes only until financial aid checks are dispersed, and then drop.

↳ **Action item:** Nan suggested a meeting between new faculty and those that have been working for 5 years or less (non-tenured) to compare experiences and share insights.

It was suggested that an enrollment limit be placed on students so students are unable to overenroll and fill seats with no intention of remaining in the class, thus barring other students from enrolling.

Completion By Design

Greg reported that the 3 KCCD colleges are 3 of 10 that will be applying for a grant from the Gates Foundation. The first phase of the grant is the planning phase. West Hills is taking the lead roll for the consortium. Even if we don't get the grant, we need to move forward with assisting transfer students.

Vision 2020*

Council members are encouraged to read the report that was forwarded, and circulate to constituents. This will be part of the state initiative for success.

New Items

a. **Classified Teaching as Adjunct** - This topic was discussed at Consultation Council, and an e-mail was sent to all employees from the Vice Chancellor. The affected individuals have all been contacted. This action is being taken because it

has been determined that the district has incurred significant liability in the area of overtime for classified employees who are teaching as adjunct, including prep time and office hours. The determination has been made that beyond the fall semester, classified staff will no longer be assigned to teach as adjunct instructors. The concern was expressed by FCDC that this decision was announced the day before priority registration opened; the timing of the announcement was extremely poor. Greg answered that there has been discussion beginning last summer that this was a possibility. Departments have been instructed to develop pools of instructors to draw from for the selection of adjunct instructors. This decision was not in any way related to the quality of the instruction.

b. Phishing Attempt - Bonnie shared that another campus wide phishing attempt has been circulated, this time using the name of a faculty member. Please delete and do not respond.

c. SDCC Survey - Dr. Ester asked the council members to remind all staff to complete the 5-question survey from SDCC. This will add the committee in developing professional development opportunities.

Next Scheduled Meeting

Dec 3, 2010