

**College Council Mini-Retreat Minutes - revised
August 12, 2011**

Present: Greg Chamberlain, Joyce Ester, Nick Strobel, Candice Sifuentes, Lamont Schiers, Tannisha Thompson, Edie Nelson, Nan Gomez-Heitzeberg, Rebecca Flores, Sue Vaughn, Primavera Arvizu, Alice Desilagua, Ann Tatum, Pam Boyles, Brent Damron, Jennifer Johnson, Corny Rodriguez, , Meg Stidham (Marden sub)

Guests: Kate Pluta

1.	<p>Welcome - Agenda Review</p> <p>Attendees were introduced and identified their constituent groups. Dr. Chamberlain encouraged all council members to engage in “courageous conversation”, and to actively represent and communicate with the constituent groups that sent each council member to the table.</p>
2.	<p>Review College Council Charge</p> <p>In reviewing the charge, it was noted that this is a forum for issues with college-wide significance. This group serves as one of the President’s consultative councils. Candid conversation from council members provides important background information for the President as he makes decisions concerning college business.</p> <p>It was suggested that the co-chair of the Accreditation Steering Committee be included as a member of College Council. In lieu of making this change, it was suggested that the statement from the Budget Committee Charge be copied into the charge of college council: “Representatives from other committees or those with particular expertise may be brought in as needs arise for short-term consultation.” This was preferable to a permanent change to the committee structure for numerous reasons; primarily, the amount of work required to have the self-study completed on schedule is labor intensive and may preclude regular meeting attendance.</p> <p>It was also suggested that the classified representation be further clarified. Because this clarification does not alter the charge or change the scope, the change can be reported to constituents as a moved agreed to by consensus of the Council.</p>
3.	<p>Committee co-chairs/structure</p> <p>Greg reported that a group of committee co-chairs met this morning, and agreed to begin an annual progress reporting process to College Council on the committee’s progress toward meeting goals. This is one step toward assuring that there is little/no duplication of effort and focusing on the charge of the committee. Each committee will report three times per year. These reports will be shared with the Accreditation Steering Committee, College Council, and the Academic Senate. A consistent format will be used by all committee co-chairs for maximum user-friendliness. The first report is due Sept 30. The goal</p>

	<p>is to tie committee accomplishments to College goals and the district strategic plan. Dec 1, a mid-year report will be due, outlining progress made to date. April 1 will be the year-end list of accomplishments and strategy for the following year. In the same spirit that all other entities are being asked to participate, Academic Senate and College Council should also be writing these reports. The reports should be submitted to the President's Office.</p> <p>Action item: The President's Office will work with Amber to establish a Luminis Channel for committee reporting.</p>
4.	<p>Budget Update</p> <p>The state legislature passed a budget, but mid-year changes are expected. The KCCCD budget was based on what has been called the 'worst case scenario'. The final budget adoption is scheduled for the September board of trustees meeting. One significant change we will see is in the area of adjunct and overload continuing education funds. Changes will be reflected in the carryover funds.</p> <p>The college significantly exceeded the FTE target last year. The target is set internally for the three colleges. The cap is the set amount of money given by the state for students. It is anticipated that BC will be slightly above cap. The faculty chairs are meeting next week to determine strategies for adding seats.</p>
5.	<p>Accreditation Update</p> <p>Kate circulated a progress report on the 14 recommendations from the Accreditation team visit. The subcommittee met over the summer to develop a template for the sections. This template should be available on Sharepoint by next week. All departments need to be reminded that the six-year program review cycle has been replaced by the Annual Program Review (formerly called the unit plan - part of the Educational Master Plan). The revised form has been circulated, along with budget criteria. The integrated program review is one of the issues being developed this year by the Accreditation Steering Committee.</p>
6.	<p>Goals</p> <p>The goals have been tentatively adopted; they still need final approval from the Academic Senate, which meets again on September 7. The goals should be part of your department activities, part of your committee work. Once they have been passed by the full Senate, there will be a communication to the college community sharing the adopted goals for the year.</p> <p>Primavera Arvizu has chaired the goals development task force for the past year. Prima asked for additional volunteers to assist the task force, as synthesizing the data from the survey is time-consuming. The focus for the 2011-12 year will be to finalize the goals for 2012-13 by march. Rebecca Flores and Ann Tatum volunteered to work on the goals task force.</p>

7.	<p>Student Success</p> <p>There was a district-wide meeting this week including the President, Vice Presidents, faculty chairs, deans, classified staff, and district researchers. These individuals were brought together to look at how outside organizations and agencies define success. Everything comes down to completion of one class at a time. If every faculty adopted a motto of “Just One More”, and helped just one more student to be successful, we could improve our percentage overall by 3-4%. The Board of Trustees adopted goals for 2011-12; the first 3 deal with student success. This will be a major district-wide focus for 2011-12.</p>
8.	<p>What Happened over the summer...</p> <p>All hiring committees were successful in filling positions with one exception. A full-time tenure track counselor has been appointed. Natalie Bursztyn from the Physical Sciences department submitted a late resignation. Michele Bresso from the Communication department accepted a position at the District Office as Associate Vice Chancellor for Government and External Relations. Ryan Beckwith has accepted the position of Director of Athletics.</p> <p>There have been some changes district-wide in web-development; Dave Barnett’s position will become a district position. BC will be advertising for a Web Content Editor to handle some of the front-end web applications Dave was handling. This position will report to Amber Chiang. One of the things this position will handle is checking to see that department information is current.</p> <p>Mary Jane Johnson is retiring; Tina Chamberlain will be temporarily filling that position while Nan considers reorganization to handle those responsibilities.</p> <p>Brian Griffin is the bookstore manager, and is an employee of Barnes & Noble. Textbooks are available in new, used, rental, and electronic versions. Amber is alerting students to the multiple options available. It was mentioned that there were problems getting textbooks for a new faculty member; LaMont will follow up with Laura. Primavera added that they were successful in getting book vouchers through B&N issued. LaMont reported that SGA will not be selling discount tickets to the bookstore any longer. The SGA discount card doesn’t cover textbooks.</p>
9.	<p>Construction</p> <p>Craig Rouse has been hired as a new project manager.</p> <p>Parking dispensers are being installed in the Northeast parking lots; all lots should be open by the first day of classes.</p> <p>Planning for remodeling the SAM building continues. No classes are scheduled in that building this semester in anticipation of construction.</p>

	<p>The marquee at the corner of Mt Vernon & University will be demolished.</p> <p>EMCORE technicians are on campus working on the HVAC. Please remember to ask for identification when individuals who are not employees ask for access to your work area.</p>
<p>10.</p>	<p>New Items</p> <p>a. Campus policy regarding advertising - report from Amber - tabled.</p> <p>b. Staff Development Week - next week.</p> <p>c. Classified Day - the offices on campus will close for one hour on September 12 from 7:30 a.m. to 8:30 a.m. so that all classified staff may attend.</p> <p>d. Opening Day - Forum East - 8 a.m. Friday 8/19. Refreshments will be served.</p> <p>e. OTHER - Nan asked that all employees help educate and empower students and encourage them to be more self-sufficient. Remind all faculty that a student cannot be enrolled in the class unless they appear on either the roster or the waitlist. There is no such thing as “crashing” a class. Please do not try to circumvent the waitlist system. Registration anomalies will be handled on a case-by-case basis.</p>
<p>11.</p>	<p>Things we need to know...</p> <p>A Veterans’ Resource Center will be opening soon. Offices will be encouraged to provide employee time to help staff the center.</p> <p>A new Writing Center is opening. All decorating donations are encouraged to help create a visually pleasing environment.</p> <p>Student Services will be open until 6:30 p.m. daily next week.</p>
	<p>Next Scheduled Meeting September 2 - 8:30 a.m.</p>