


College Council Minutes - Revised
January 20, 2012

Present: Greg Chamberlain, Nan Gomez-Heitzeberg, Bill Cordero, Jennifer Johnson, Nick Strobel, LaMont Schiers, Laura Borneman, Danitza Romo, Corny Rodriguez, Jennifer Marden, Sue Vaughn, Primavera Arvizu, Janet Thomas, Ann Tatum, Pam Boyles, Brent Damron, Alice Desilagua, Debbie Spohn (recorder)


Guests: Kate Pluta, Carlie Monnier

1.	<p>Welcome - Agenda Review Primavera Arvizu introduced Carlie Monnier, who is currently serving as an intern with EOP&S through March. Carlie is in the Masters' program at CSUB for educational counseling.</p> <p>Greg introduced Bill Cordero, who will be serving as the Interim Associate Vice President for Student Services. Bill served in this capacity in 2005, and we are pleased to welcome him back. Bill will be working here through the end of the semester while the district conducts a nation-wide search for a permanent replacement for Joyce Ester.</p> <p>No additions to the agenda were noted.</p> <p>Minutes Review Danitza Romo will be added to the list of attendees of the December 2, 2011 meeting. Nick had a question about information related to the budget discussion. Following the discussion, Greg stated for clarification that while KCCD will not be getting additional state funding, the district planned for a greater shortfall from the state than was actually received; \$9 million in cuts was anticipated, and \$7.4 was the actual number received.</p>
2.	<p>Budget Update</p> <p>Greg stated that there are no mid-year cuts anticipated beyond the “trigger” cuts which were outlined. However, a “one-time deficit factor” has been proposed, equal to approximately 2-2.5 %. Due to the decrease in tax revenue received by the state and the granting of more BOG waivers than was budgeted, the legislature is considering applying the deficit factor. This will reduce the FTES allocation for 2011-12. More will be known next Tuesday when Tom Burke (KCCD CFO) makes a presentation to Chancellor’s Consultation Council regarding the parameters for budget planning for 2012-13. Two scenarios are anticipated, based on the passage or defeat of the governor’s tax increase. There will definitely be carry-over funds. It is anticipated that BC will be asked to prepare budget options involving multiple scenarios to cover a number of contingencies.</p>
3.	<p>Accreditation</p> <p>Kate reported that the final draft of the self evaluation was due December 6. The revisions and editing have begun. Kate shared a time-table for finishing and submitting the Self Evaluation for approval.</p> <p> Action item: Kate will forward the timetable electronically for the</p>

	<p>Council's use.</p> <p>Late February is the targeted date to circulate the draft to the college community for feedback.</p> <p>The role of the members of College Council is to be responsive when asked for feedback. Watch for an e-mail from Nan and Kate announcing that the draft is ready to review.</p> <p>↪ Action item: All Council members are encouraged to review the draft document to make sure that effective examples have been adequately captured in the text.</p>
<p>4.</p>	<p>Grants Task Force Proposal</p> <p>Concern over the number and composition of grants has been expressed. A better way to monitor grant activity is needed. Occasionally grants have been put into place, and are a surprise to the end user. It has also occurred that multiple grants have been written that are very similar in scope going on simultaneously.</p> <p>One way to answer the concerns is to form a Grants “Task force”, which would be charged with coordinating grant efforts across the college community. The task force would develop procedures to coordinate grant activity and assure that grants fit the college goals and mission, and are adequately reflected in the Educational Master Plan.</p> <p>It was suggested that the first step is to establish criteria. Turn around time on grants is typically very short. Any task force that is configured must be able to review requests with little notice and respond quickly. There should also be a central repository for all grant documents. As has happened with West Hills and with CSUB recently, BC is called upon to partner in a grant in such a way that doesn't require equipment or facilities, but requires staff time for implementation.</p> <p>Grant monitoring is being considered district-wide. Bill Cordero suggested that an “awareness” notification (a one-page summary) be developed <u>prior to any work being done on a grant</u> or provide notification to the end users that something is being proposed, and offer a chance to respond with concerns. There is currently a grant routing sheet, but this is utilized only after significant amount of work has been done. An interim step is needed.</p> <p>Corny volunteered to be a part of a small group to consider this concept and make a recommendation to the Council. Brent Damron, Sue Vaughn, and Jennifer Johnson will work with Corny on this sub-group. They will meet prior to the next college Council meeting and be prepared to report their findings.</p> <p>a. Criteria</p>

	<p>b. PC's model c. On-going (meet as needed) d. Communication</p> <p>Grants Update The district is part of a consortium that will be receiving \$20 million over the next 3 years. February 1-2, Nan, Greg, and a group of faculty will be involved in a meeting to discuss process and procedures. The primary focus of the TAACCT grant is CTE; it will provide BC the opportunity to work on evidence-based research. The goal is to develop strategies to assist students in reaching their education goals. BC will focus on the LVN to RN and Rad Tech student groups. Some aspects of the grant are already being piloted.</p>
<p>5.</p>	<p>Evaluation of College Council An evaluation of the effectiveness of College Council should be conducted this spring. There was a college-wide evaluation conducted in 2008 that reviewed the charge and membership. The preferred method of delivery of a survey would be through the Council representatives.</p> <p>↪ <i>Action item: Jennifer Marden will research Academic Senate files for the previous survey that was conducted.</i></p> <p>↪ <i>Action item: Greg will talk to John Gerhold about his involvement with the previous survey.</i></p> <p>↪ <i>Action item: Pam Boyles and Jennifer Marden will work on developing the new survey. The goal is to have a draft ready by the next College council meeting.</i></p> <p>Watch your calendar for the possible addition of College council dates to replace the meetings cancelled due to the holidays in February.</p>
<p>6.</p>	<p>Establish process and review College Mission The District has adopted a Strategic Plan, and reaffirmed the mission and vision for the District. It is an excellent opportunity for BC to review the college vision, mission, and goals, and reaffirm or revise as necessary. It was noted and echoed around the room that a more efficient use of employee time and energy would be to concentrate our efforts on improving the system rather than on wordsmithing the mission statement.</p> <p>Subcommittee 1A did not evaluate the content of the mission statement. Jennifer Johnson noted that each department went through the process of linking budget requests to the mission during the Annual Program Review.</p> <p>↪ <i>Action item: College Council members will forward the mission to his/her constituents, stating that College Council recommends</i></p>

	<i>reaffirmation.</i>
	<p>Diversity Danitza asked how BC defines diversity, and how are the needs of the diverse student population are being met. Nan responded that the definition is not limited to cultural diversity. Diversity can indicate age, gender, social background, or educational goals.</p> <p>One example of needs are being met is through EOP&S. Primavera stated that EOP&S works with a specifically targeted group of underserved students. Aother example is the EODAC committee which works on projects to meet the needs of a diverse employee population. Jennifer Johnson added that students themselves can identify a need, form a group of similarly concerned students, and find a faculty member to champion their cause. It is up to the college to provide the students a place to go when such needs are identified.</p>
7.	Committee Reports - deferred to the next meeting.
8.	<p>College Goals Primavera reported that the work group conducted two work sessions during staff development week. While attendance was low, the responses received were excellent. There are still no representatives from classified staff or students on this work group. Jennifer Marden and Danitza Romo volunteered to assist with this effort.</p>
9.	<p>Parking Fees LaMont has gathered data on the cost of upkeep of the parking lots. Several proposals are being considered:</p> <ol style="list-style-type: none"> 1. increase in the regular student parking permit fee. 2. Increase the daily parking permit fee. 3. Implement staff parking fees. <p>↪ Action item: Greg will be meeting with SGA to discuss these proposals.</p> <p>↪ Action item: LaMont will circulate the parking fee data prior to the next meeting.</p> <p>This item will be on the next College Council agenda for further discussion.</p>
10.	<p>Construction/Facilities LaMont outlined the construction projects that were completed over winter recess. A&R was experiencing some air quality issues; these were addressed by carpet removal and the installation of vinyl flooring. The gymnasium floor has been refinished, and a new logo has been painted at center court. FACE 13 has new carpeting. Water-damaged flooring in AST has been replaced. GET is</p>

	<p>moving toward completion; the curbing along Panorama is being poured very soon.</p> <p>The SAM building remodel has been delayed; all bids came in considerably higher than anticipated. The board rejected all bids and sent the project back to the architect for review and revision. All end users will be consulted prior to the approval of any project revisions. The new bid date will be in March.</p> <p>The bleachers in the gym are not useable. These will be declared surplus and removed, and temporary bleachers will be installed.</p>
<p>11.</p>	<p>DMD Evaluation</p> <p>Corny did a presentation for FCDC; Greg and Jennifer Marden did a presentation at the classified convocation on the Decision-Making Document. While the accreditation committee needs a report on the feedback received, it was felt that it would be more effective to raise the awareness level of employees regarding the existence and purpose of the document prior to asking employees to evaluate it.</p>
<p>12.</p>	<p>New Items - none noted.</p>
<p>13.</p>	<p>Rumor Control</p> <p>Are employees going to have to wear the new staff lanyards to gain access to buildings? Greg answered that while the lanyards will not be used to deny access to employees, some offices will be asked to wear their identification. This is critical during the first several weeks of the semester as there are more people on campus seeking assistance. The lanyards will also be helpful in identifying staff from various departments such as IT as their staff circulate across campus and need to gain access to all areas.</p> <p>Corny stated that we continue to have students looking for DST (Delano) and other off-campus locations during the first few days of class. This issue will be referred to IT to discuss ways to make locations off the main campus more obvious to the end user. There are also some discrepancies of building identifiers in multiple places within Banner. These anomalies need to be addressed district-wide.</p>
<p>14.</p>	<p>Things we need to know...</p> <p>LaMont will be circulating a new campus map. Please destroy all previous versions of campus maps.</p> <p>In response to a question from Kate regarding survey results:  Action item: Greg will work on circulating the results of the last district survey and Nan will work on the college survey results. These will be posted in the Public folders.</p>

	<p>A new Pay-for-print machine has been placed in the Student Services building, in the Learning Center.</p> <p>There have been numerous questions about the green technology program at the district.</p> <p>↳ Action item: Nan will follow up on this request for information on the green technology program.</p> <p>Danitza distributed copies of the BC Be Fit calendar. Weight Watchers will be conducting meetings on campus beginning February 1.</p> <p>LaMont shared that the PV field is producing more energy than anticipated; the latest numbers show that it is producing about 38% of what the campus uses.</p> <p>The Sterling Silver Dinner to benefit the BC Foundation and provide money for scholarships is this Saturday, January 28.</p>
	<p>Next Scheduled Meeting Feb 3, 2012</p>